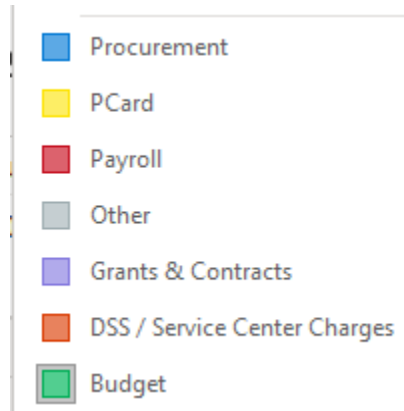


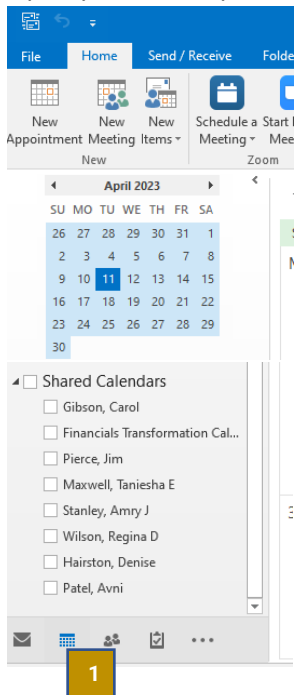
Accessing the Closeout and AFR Calendar

Instructions are provided below on how to access the calendars in both the **Desktop Outlook** and **Web based Outlook app versions**. Either way of access offers the following categories when the calendar is the primary in view:

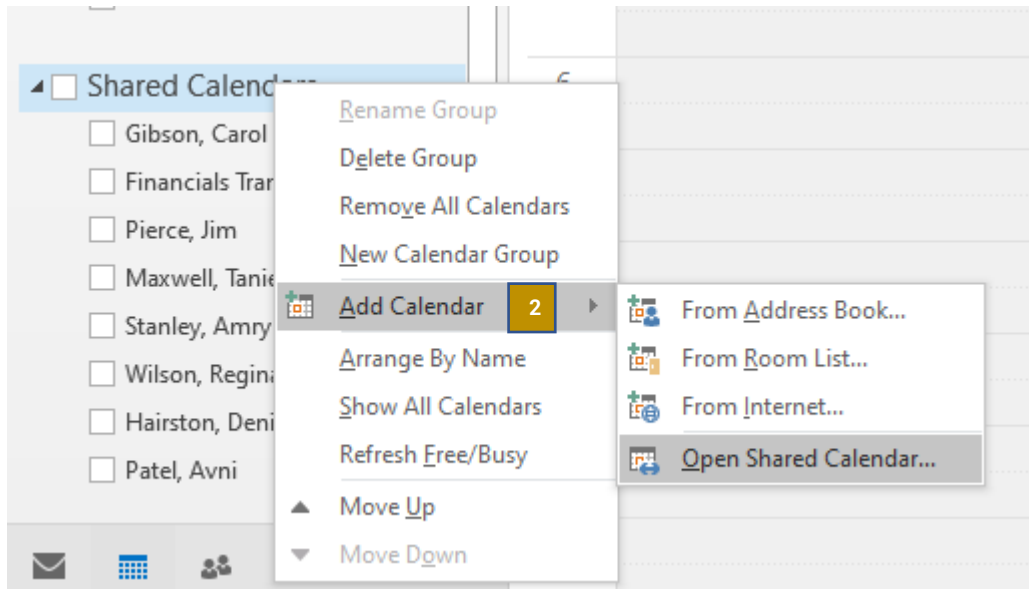


Desktop Instructions

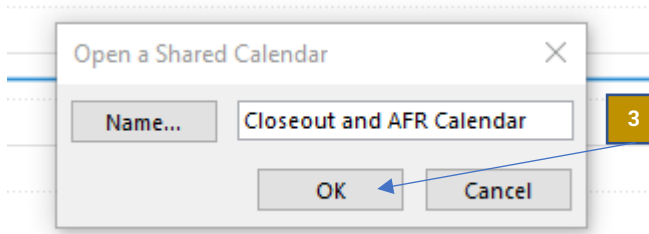
1. Open your desktop Outlook app and navigate to the Calendar section.



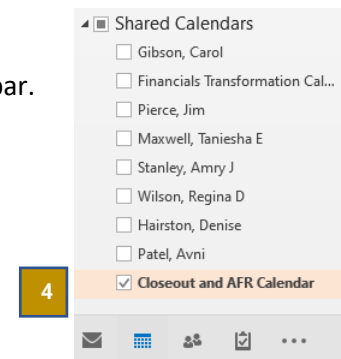
2. Right Click on Shared Calendars, and select Add Calendar > Open Shared Calendar



3. Type in the Name "Closeout and AFR Calendar" and click OK

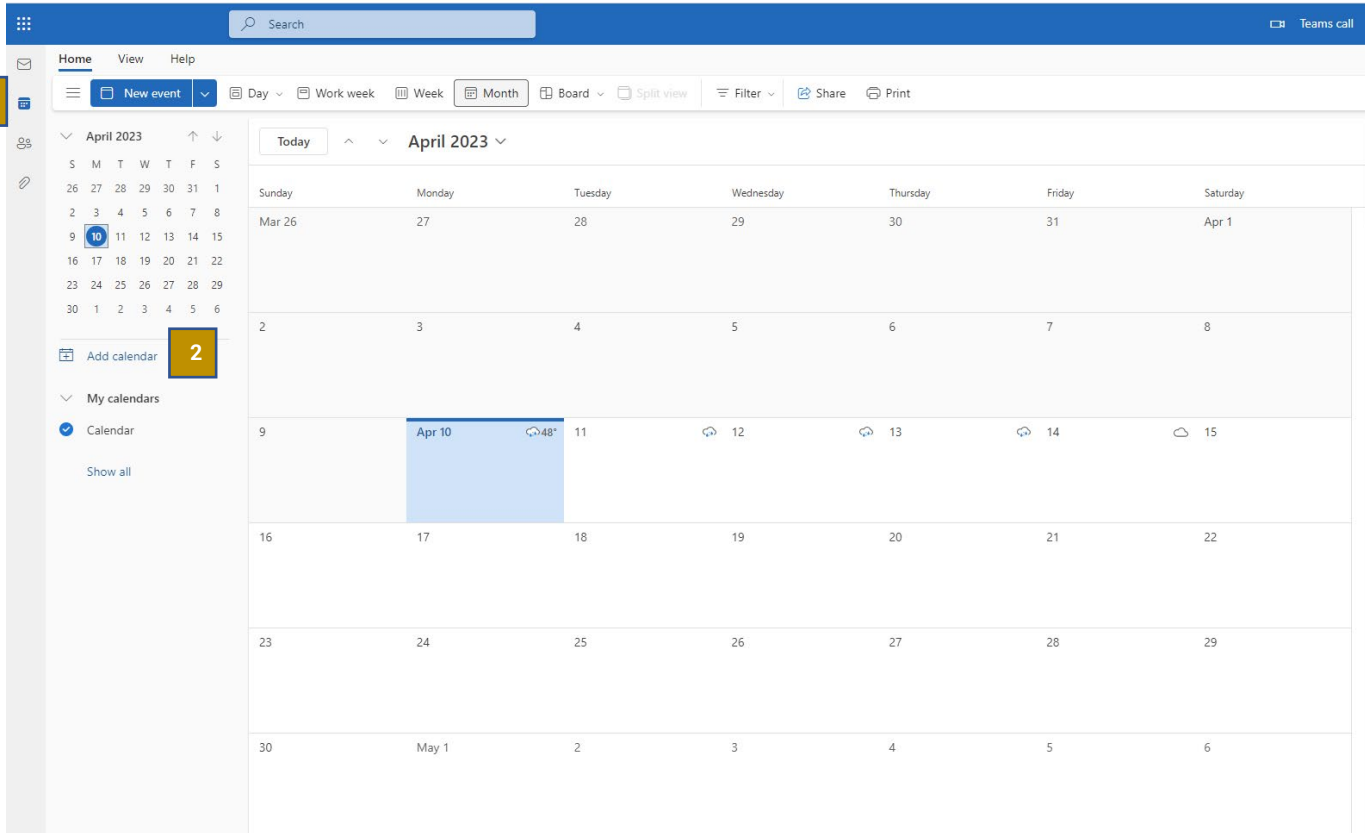


4. The calendar is now viewable if it is checked in the Shared Calendars section on the left toolbar.



Web Instructions

1. Log into your GT email at mail.gatech.edu via a web browser and select the calendar section.
2. On the task bar to the left of your calendar, select the Add calendar link.



3. Select the “Add from directory” option
4. Select your email account to search from.
5. Enter “Closeout and AFR Calendar” in the search bar and click on the result

Add calendar

- Recommended
- Edit my calendars
- Create blank calendar
- Add from directory** 3
- Subscribe from web
- Upload from file

Add from directory [X]

Please select an account to search from:

4

Select a person, group, or resource from your organization's directory to view the associated calendar.

closeout

5

Closeout and AFR Calendar
closeout.cal@gatech.edu

Top 1 results

6. Select Add to “My Calendars” and then click Add

Add calendar

- Recommended
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays
- Sports

Add from directory [X]

Please select an account to search from:

4

Select a person, group, or resource from your organization's directory to view the associated calendar.

5

Closeout and AFR Calendar [X]

Add to

6

My calendars

Add

7. The calendar is now viewable if it is checked in the “My calendars” section on the left toolbar.

