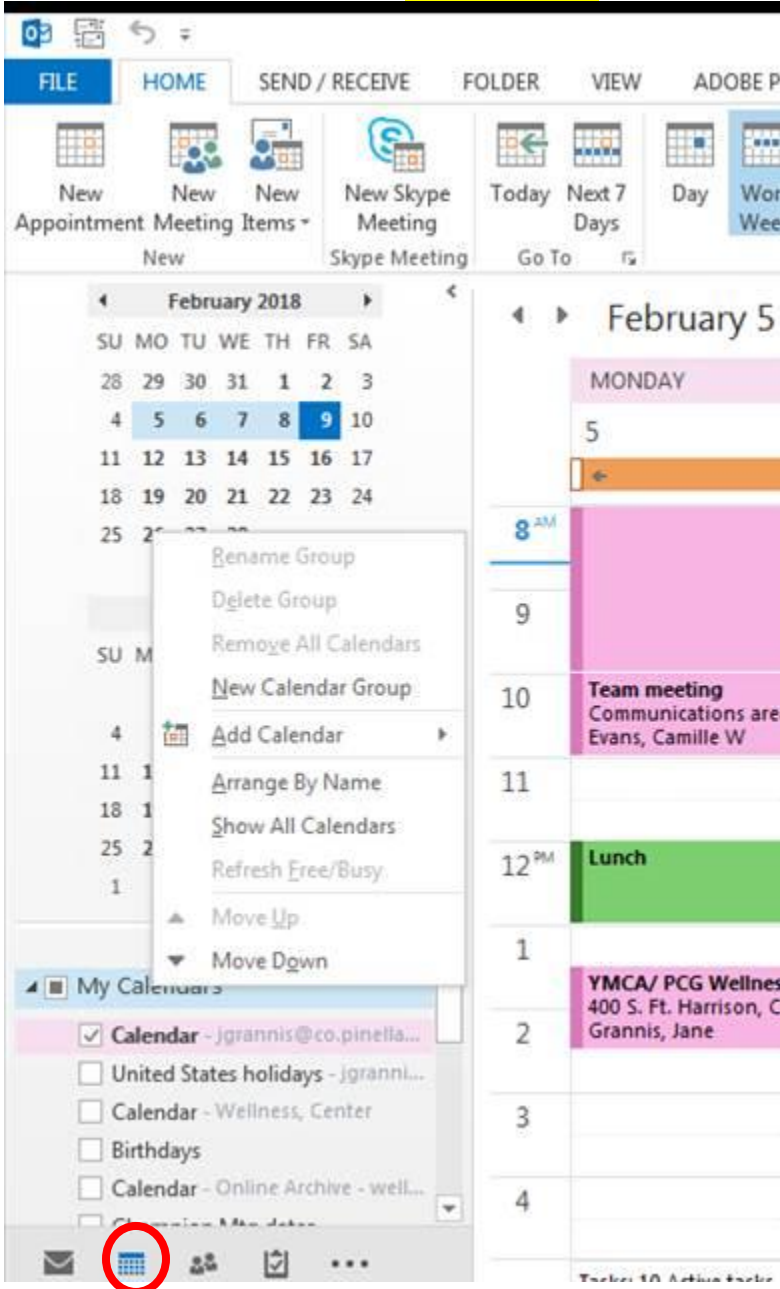


Adding the Wellness Center Calendar to Outlook

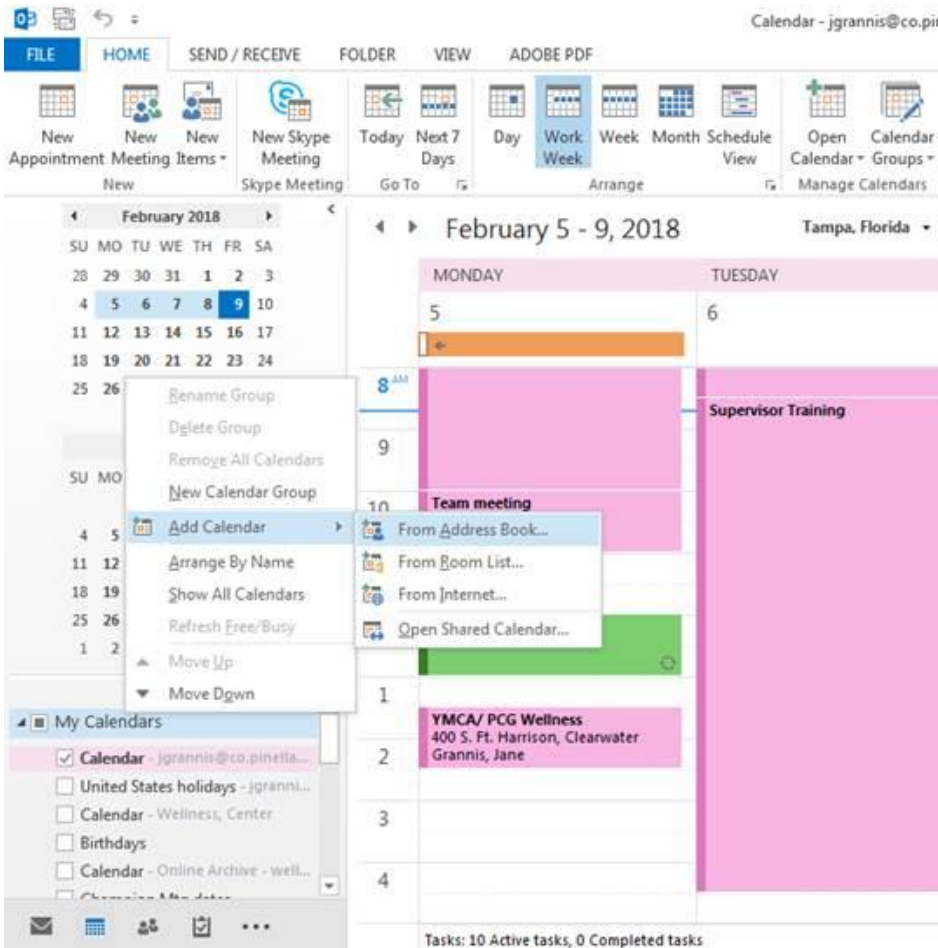
All champions have been given permission to modify/add events to the calendar. Having access to the calendar is important because you will be scheduling your learning series requests and other events, workshops and screenings into the calendar throughout the year. It will allow you to see wellness offerings going on throughout the county as well. TAX COLLECTOR CHAMPIONS: Please email me directly for scheduling requests since you're on a separate server. I will add them manually.

Please follow these steps to add the Wellness Center calendar to your Calendar screen in Outlook:

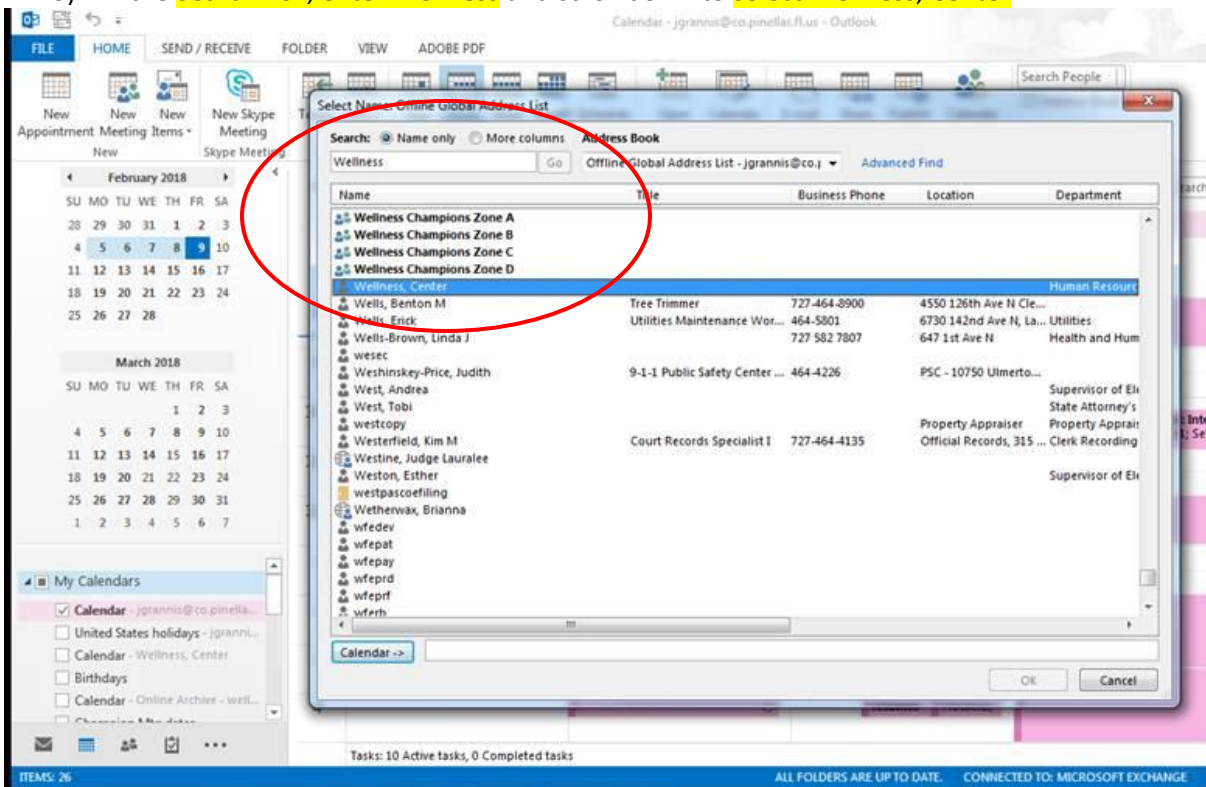
- 1) Make sure you're in your **Calendar Screen** in Outlook and **Right Click on My Calendar**



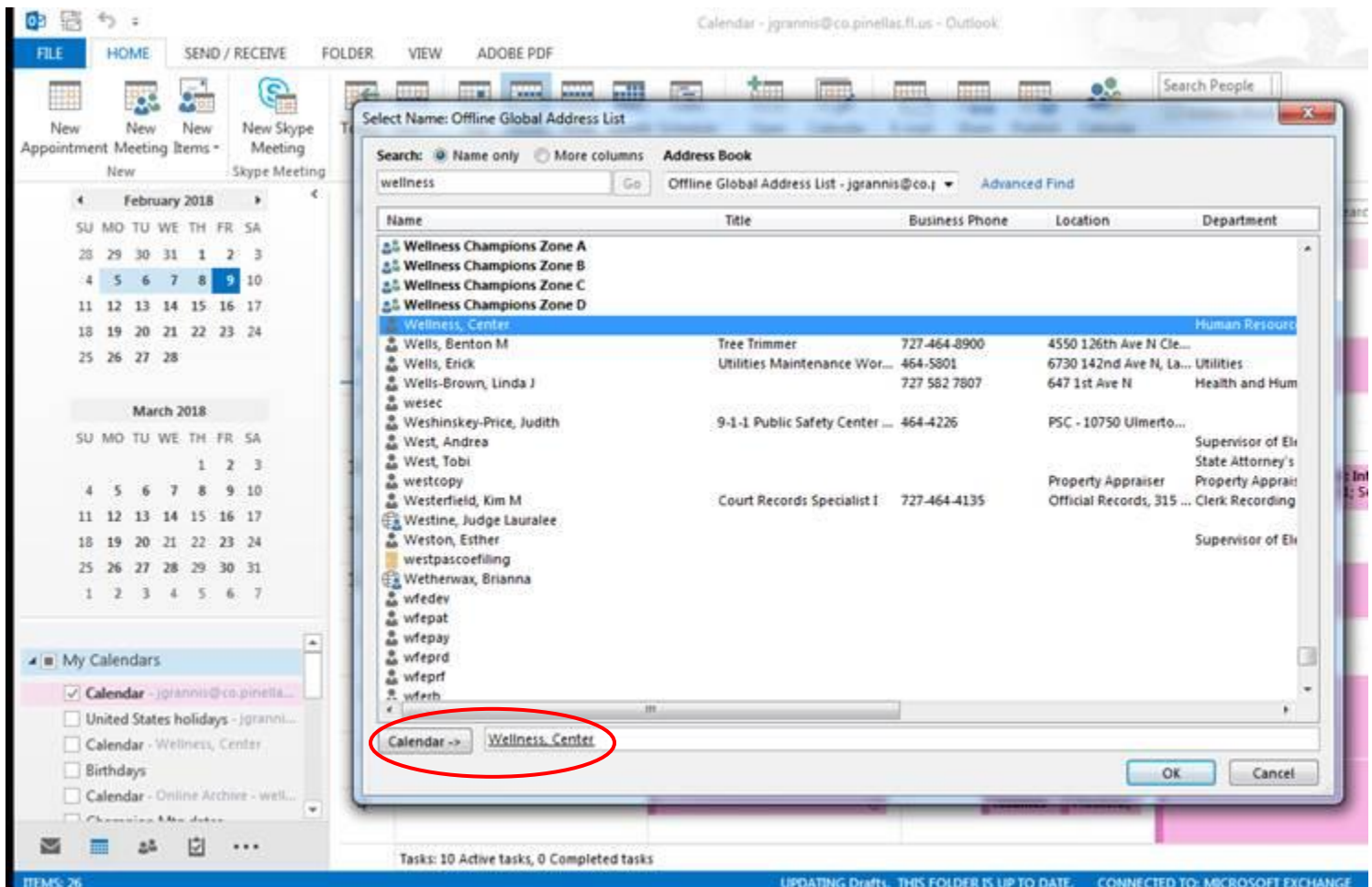
2) Select **Add Calendar**, slide cursor to right, then click on **From Address Book**



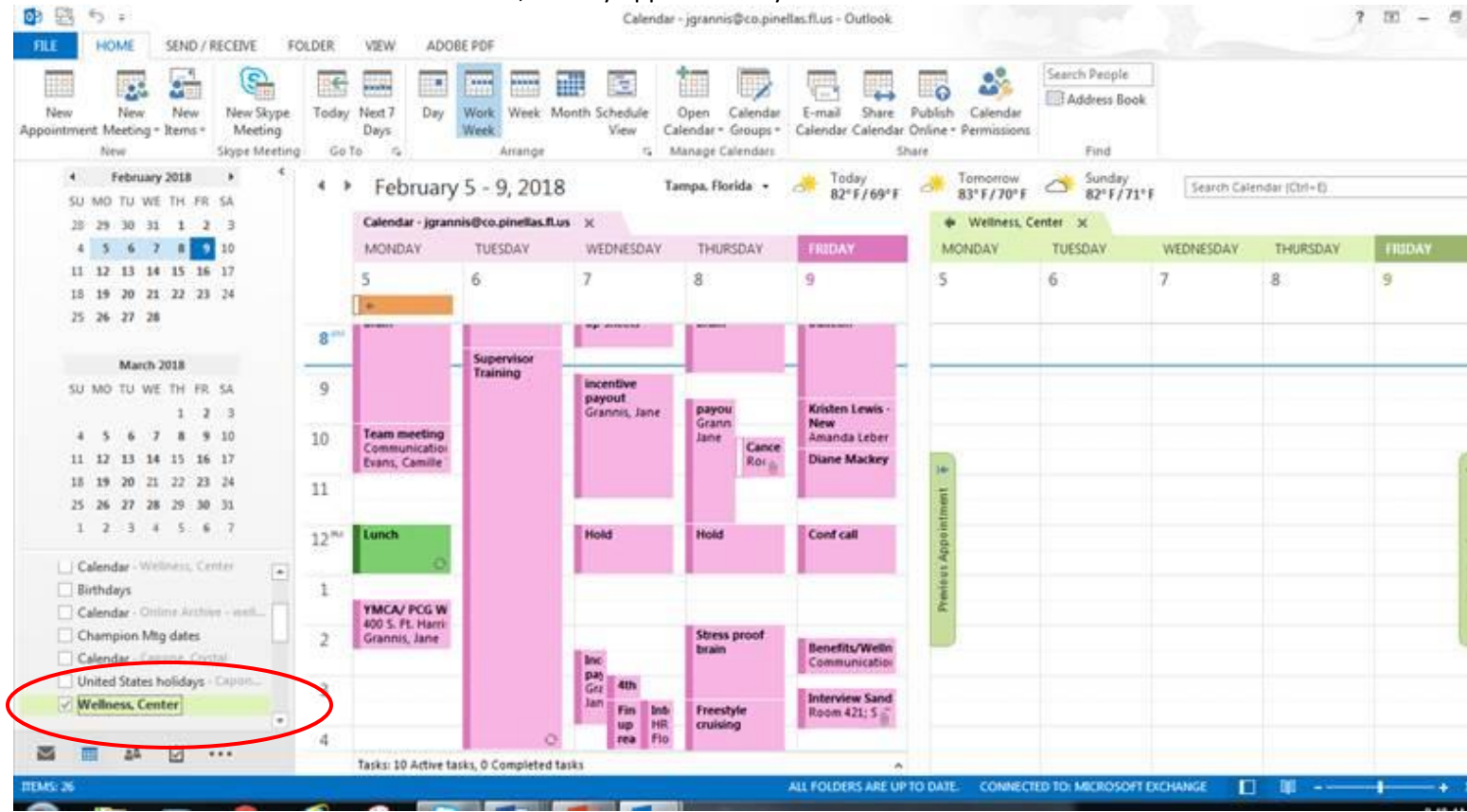
3) In the **Search Box**, enter **Wellness** and scroll down to **select Wellness, Center**



4) Click "Calendar" button at the bottom to add Wellness Center into the box, then select OK at bottom right



5) The calendar will appear in your Calendar List. You can choose whether you'd like to see the calendar or not by checking the box directly in front of it (see bottom left, below). In this view, both my personal calendar and the wellness calendar boxes are checked, so they appear side by side.



6) You are now ready to start scheduling all things Wellness.