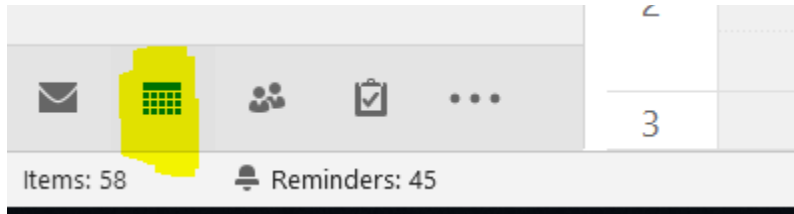
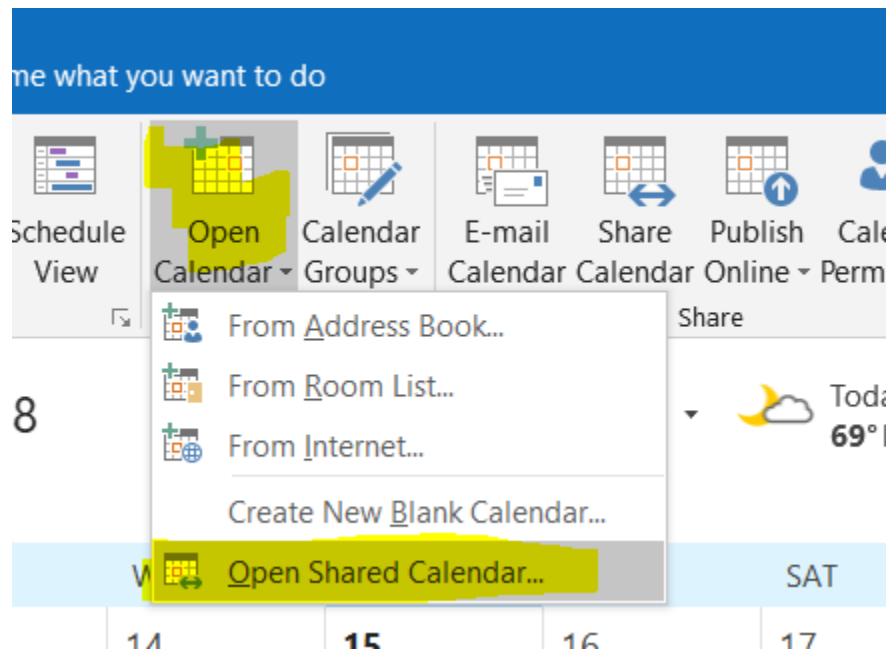


To Add Education Calendar using Outlook 2013/2016

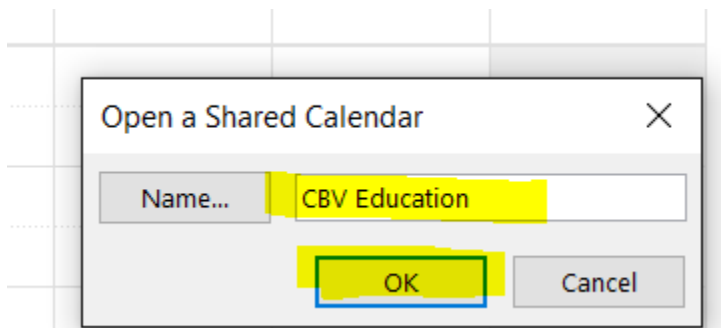
Open Outlook, click the calendar icon in the lower left.



In the Manage Calendars group, click Open Calendar, and then click Open Shared Calendar.



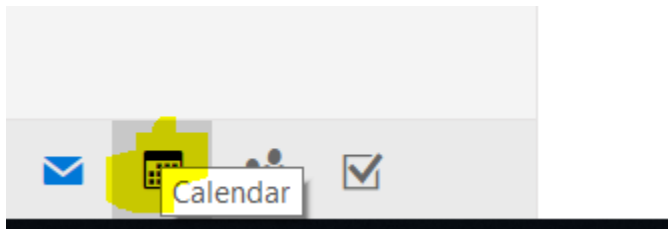
Type "CBV Education" ** no quotations** in the Name box. Click Open.



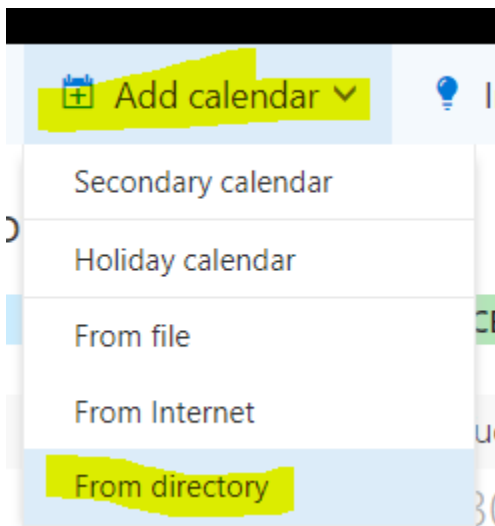
The shared Calendar appears next to any calendar that is already in the view.

To Add Education Calendar using Outlook Web Portal

Log in to your Outlook Web Portal (the same way you access your CBV Email). Click the calendar icon in the lower left.



Click Add Calendar and then click From Directory



Type "CBV Education" ** no quotations** in the Name box. Click on CBV Education. Then click Open.

Open calendar

From directory:

A screenshot of a search results dropdown menu. At the top, the text 'From directory:' is displayed. Below it is a search input field containing the text 'cbv education'. A dropdown menu is open, showing a single result. The result is displayed on a grey background and includes a green circular icon with the letters 'CE' on the left. To the right of the icon, the text 'CBV Education' is shown on the first line, and 'cbveducation@cbvfl.com' is shown on the second line. Below the dropdown menu, the text 'No additional results' is displayed. A blue horizontal bar is visible at the bottom of the dropdown menu.

The shared Calendar appears next to any calendar that is already in the view.