

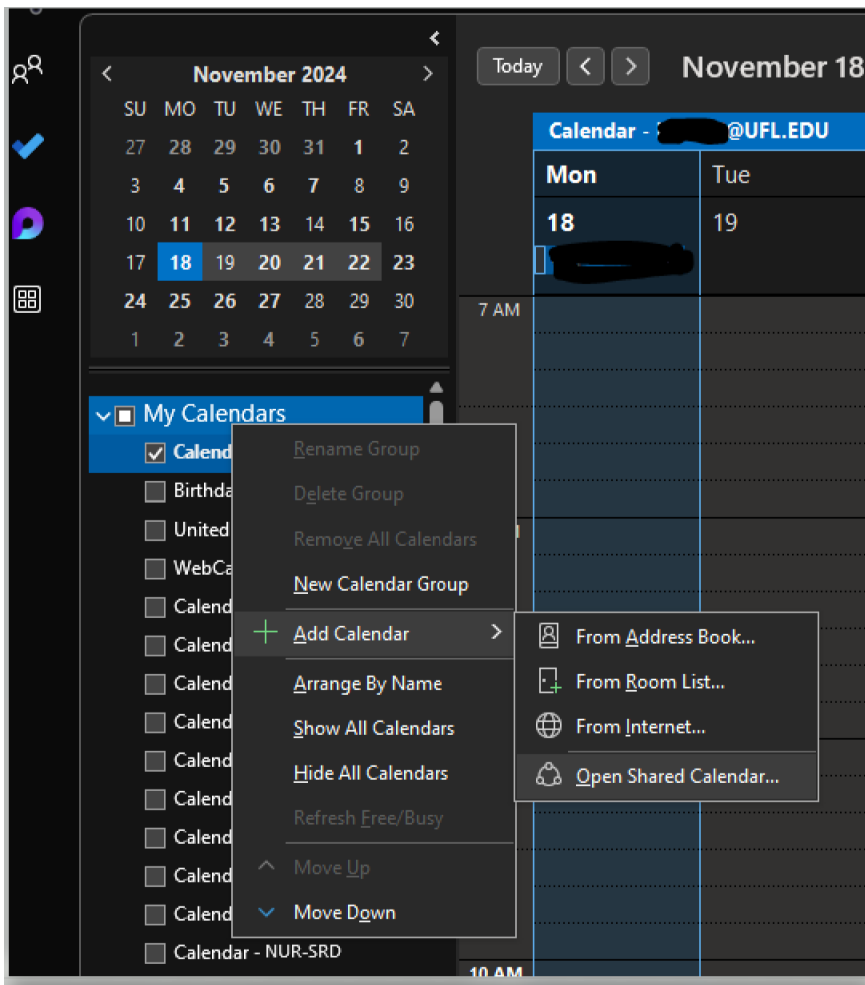
Note: You cannot add this calendar from Mail.ufl.edu, but once it is added you can view it from Mail.ufl.edu.

Windows Outlook Users:

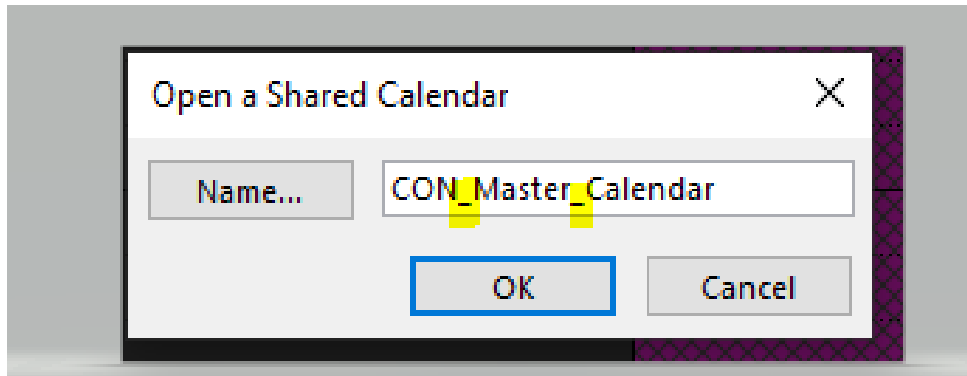


Open Outlook click on the Calendar Icon

Right click on My Calendars > Click + Add Calendar > Open Shared Calendar:



Type in: CON_Master_Calendar (notice the underscores) > Click OK



You can verify it is working by checking the box next to CON_Master_Calendar

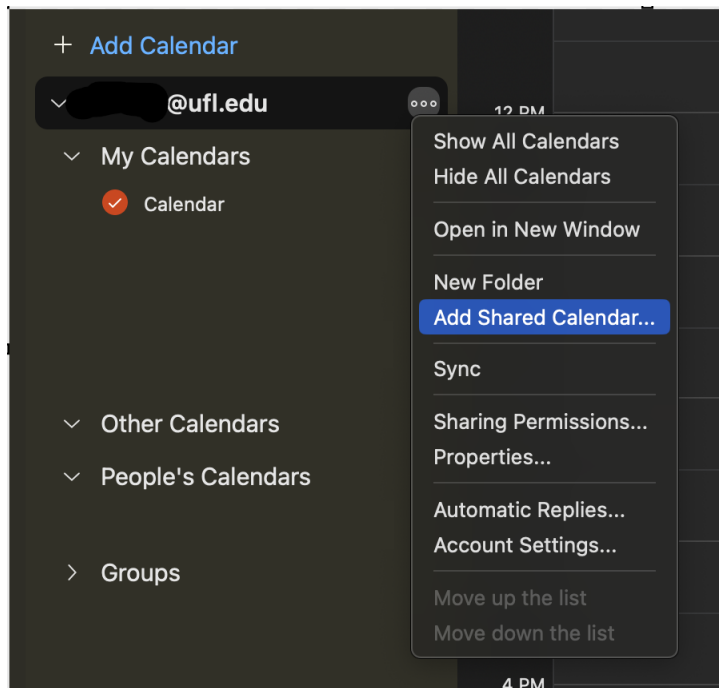


Mac Outlook Users:

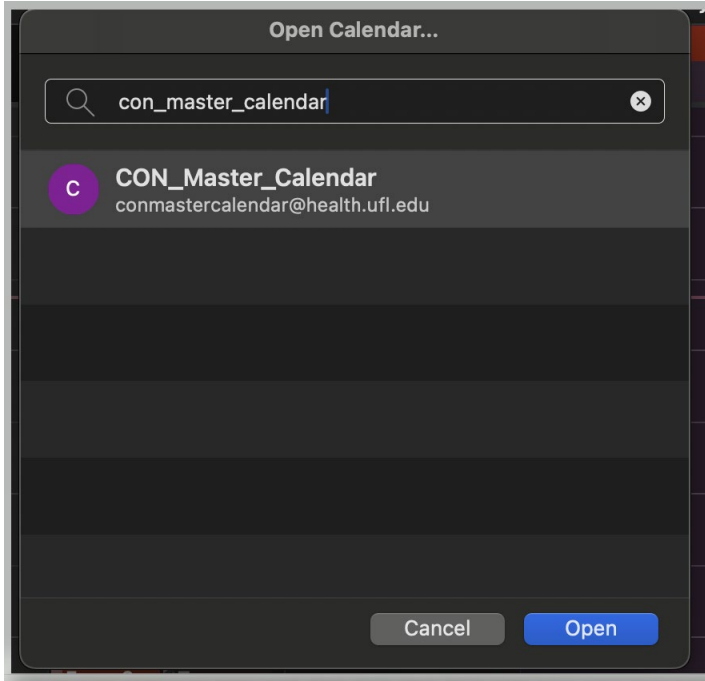
Open Outlook click on the Calendar Icon



Right click on your email address > Click Add Shared Calendar > Open Shared Calendar



Type in: CON_Master_Calendar (notice the underscores) > Click Open



You should now see the CON_Master_Calendar under the People's Calendars

