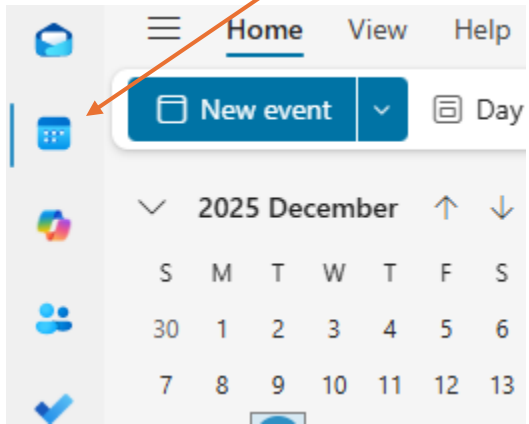
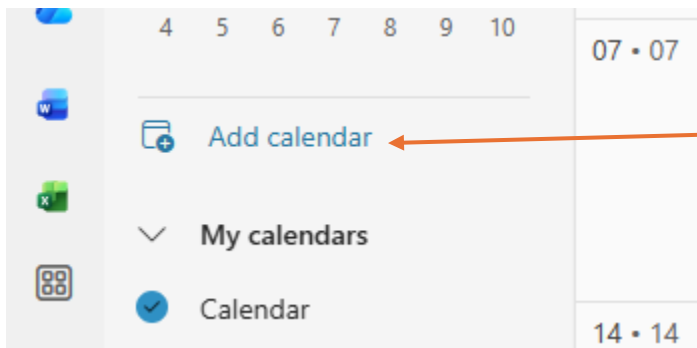


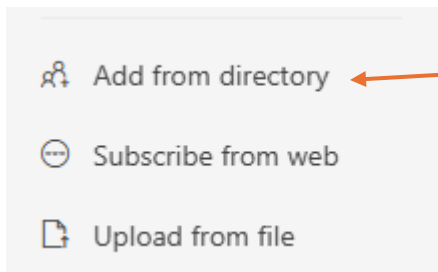
Select the calendar in Outlook



Click on Add calendar



Choose Add from directory



## Add from directory

Please select an account to search from:

Click here and select your personal account

Select a person, group, or resource from your o

Begin typing *Monterey Trail Facilities Calendar* and choose Add when it appears

- My calendars
- Calendar
- Facilities Calendar
- Show all

You should now have Facilities Calendar in your list and can choose that to see all events on our calendar.