Accessing the DFMCH Department Calendar via the Outlook Desktop App

2. Click the "Add" tab, and select "from address book" on the drop down menu; you will be directed to this menu

1. Click the calendar icon

4. The DFMCH Department Calendar will appear in your calendars

3. Type in "DFMCH Department Calendar" and click "OK"

Accessing the DFMCH Department Calendar via the Web/Office 365

2. Click on "Add calendar" then select "Add from directory" on the pull down menu and you will be directed to this display box

1. Click on the calendar icon

4. The DFMCH Department Calendar will appear in "My calendars"

3. Type in "DFMCH Department Calendar" and click "Add" to search for the calendar