

Accessing the DFMCH Department Calendar via the Outlook Desktop App

1. Click the calendar icon

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

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

4. The DFMCH Department Calendar will appear in your calendars

The screenshot shows the Outlook Desktop App interface. A calendar icon is highlighted in the left sidebar. A dropdown menu is open, showing "Add" and "from address book" selected. A dialog box titled "Select Name: Offline Global Address List" is displayed, showing a search for "DFMCH De" and a list of results including "DFMCH Department Calendar". The "DFMCH Department Calendar" is selected in the list. The "Add" button is highlighted at the bottom of the dialog box.

Accessing the DFMCH Department Calendar via the Web/Office 365

1. Click on the calendar icon

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

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

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

The screenshot shows the Outlook Web/Office 365 interface. A calendar icon is highlighted in the left sidebar. A dropdown menu is open, showing "Add calendar" and "Add from directory" selected. A display box titled "Add from directory" is displayed, showing a search for "DFMCH Department Calendar" and a list of results including "DFMCH Department Calendar". The "DFMCH Department Calendar" is selected in the list. The "Add" button is highlighted at the bottom of the display box.