

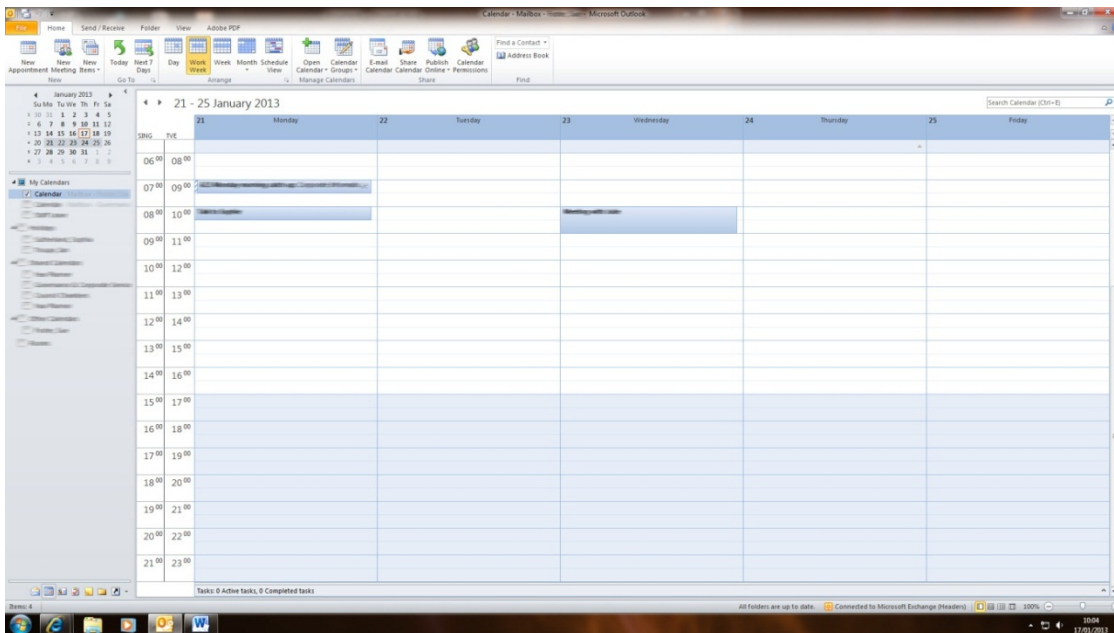
Over the last two years the *Year Planner* has been making a transition from the hard copy form to an Outlook Calendar format.

2013 is the year the *Year Planner* became available as an Outlook Calendar only. There are a number of advantages to this format, the most important being currency. As an Outlook Calendar we will be able to update the details as required and the calendar has the capacity to add a greater number of important Universities dates, both of which were not possible when we produced the hard copy version.

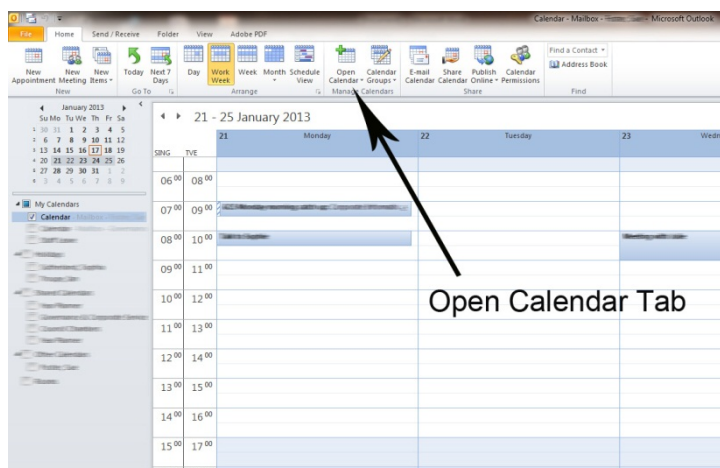
Following are simple instructions to direct you through the process of linking to the Outlook Calendar Year Planner (PC, MAC and Web-based outlook email Users follows).

PC Users:

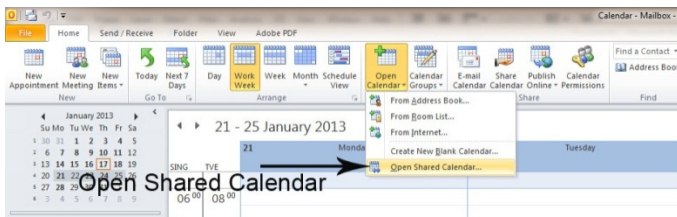
1. Open Microsoft Outlook to your Calendar View



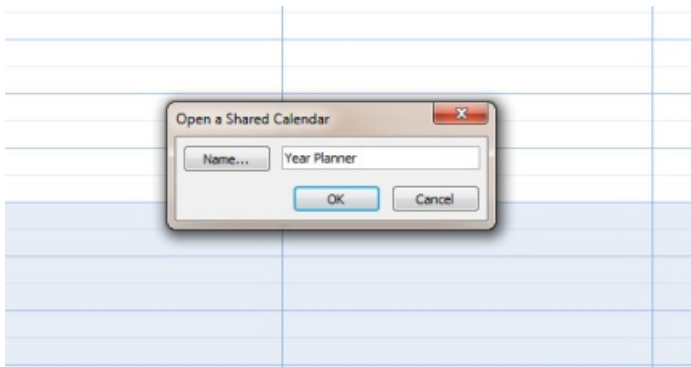
2. Locate the tab **Open Calendar** and click to open.



3. Click on the **Shared Calendar** link

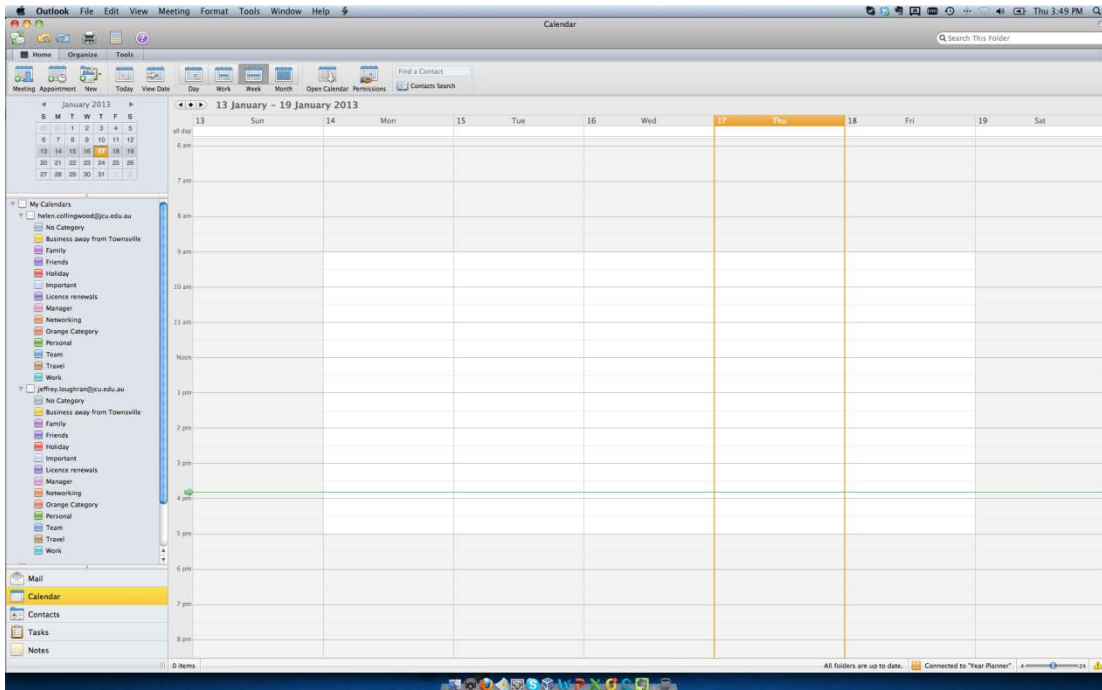


4. Type **Year Planner** into the box next to **Name...** this will give you permanent access to the Outlook Year Planner.

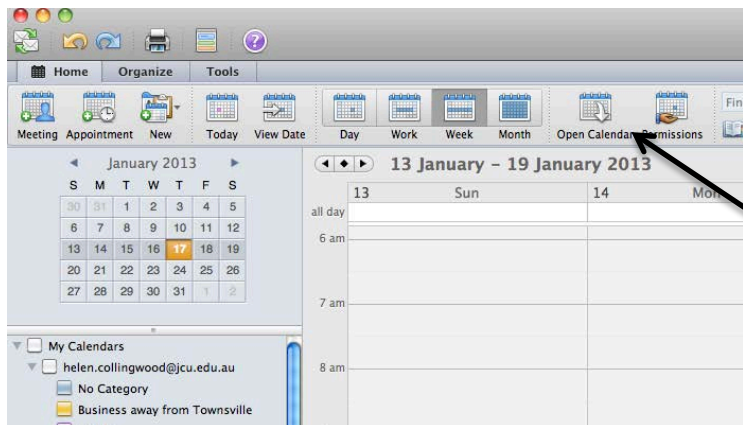


MAC Users:

1. Open Microsoft Outlook to your Calendar view

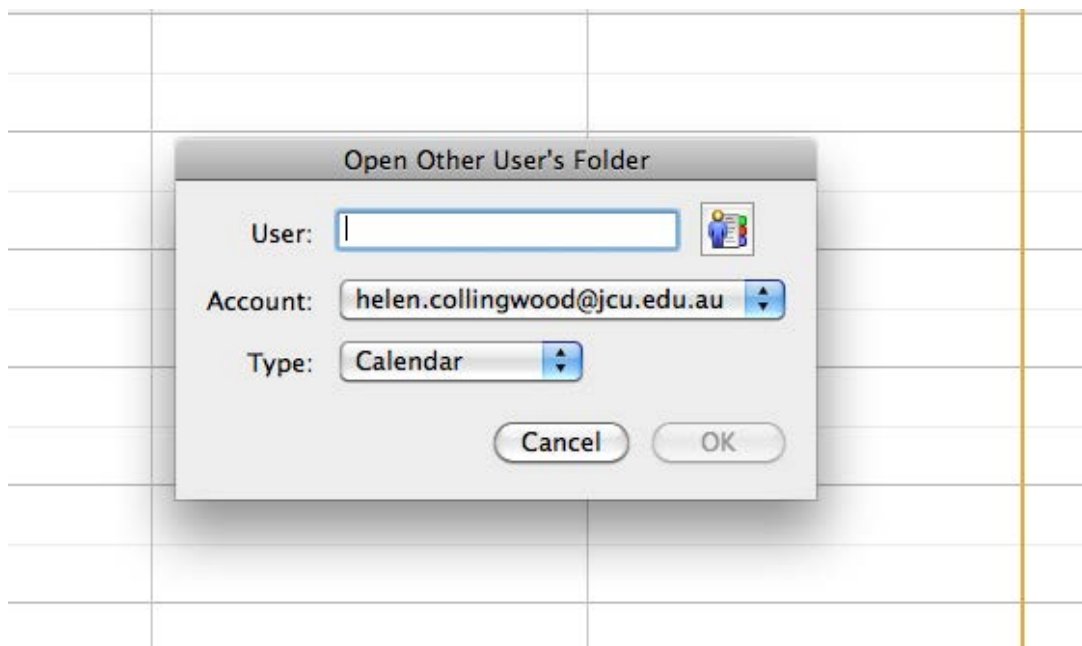


2. Locate the **Open Calendar** and click to open

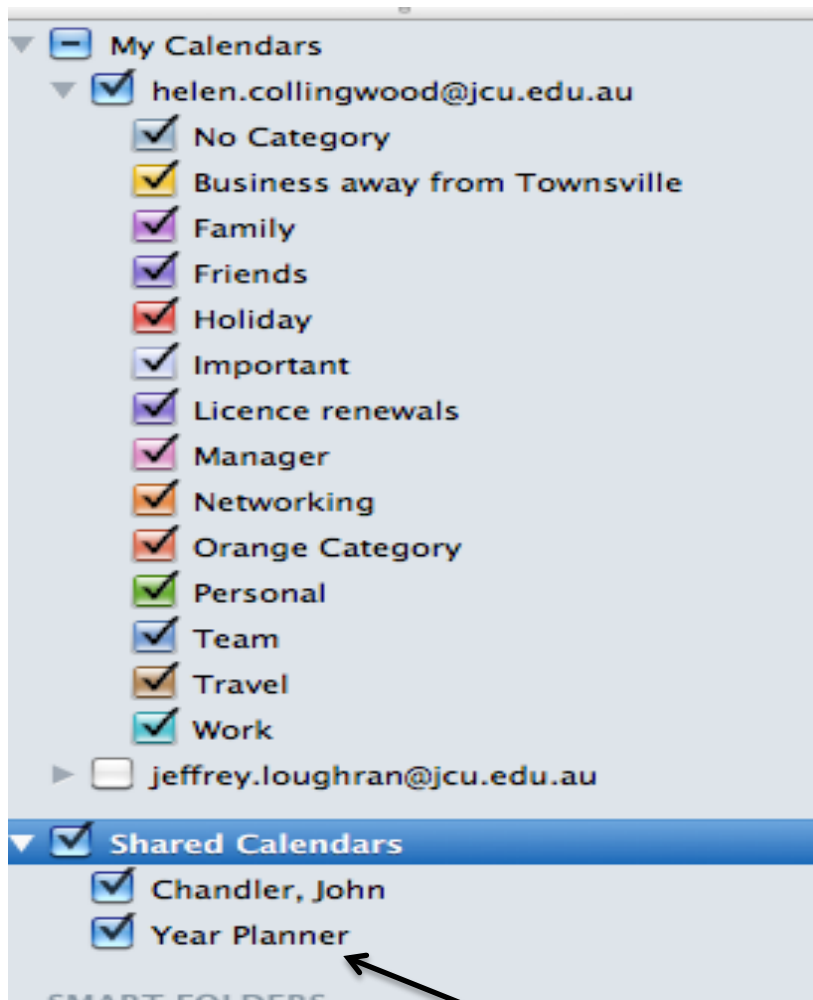


Open Calendar Tab

3. In the **Open Other User's Folder** box that opens type in **Year Planner**



4. Click **OK**. Look on the left-hand side under **My Calendars** where your name is located. Under **Shared Calendars** you will find the **Year Planner**. Tick the box beside **Year Planner** and the calendar will populate



Web-based Outlook email system

- In the home screen, select the "Calendar" link or from the Inbox screen, select the Calendar icon in the lower left hand corner.
- There are a series of links directly above the calendar view - New, Delete, Go to Today, 4 icons, Share, View and a Printer icon.
- Select the "Share" link. From the resulting drop-down menu, select "Add Calendar". This opens a dialog box - select the "Calendar from your organization" option, and type in "Year Planner", then click on OK in the dialog box.

Should you not be able to access this calendar using these instructions please contact InfoHelp.