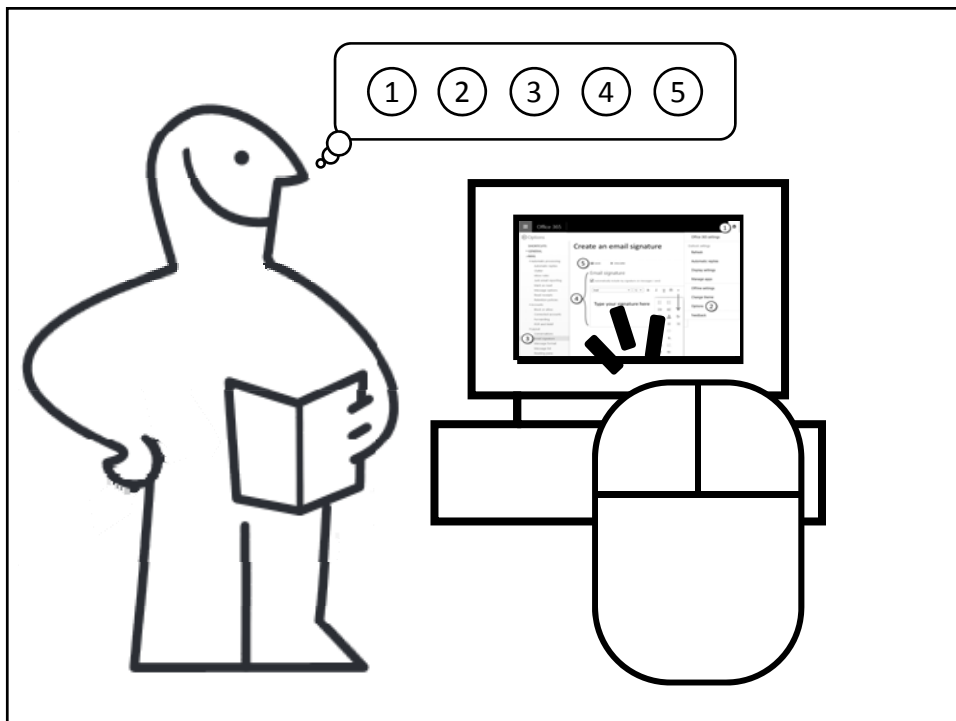
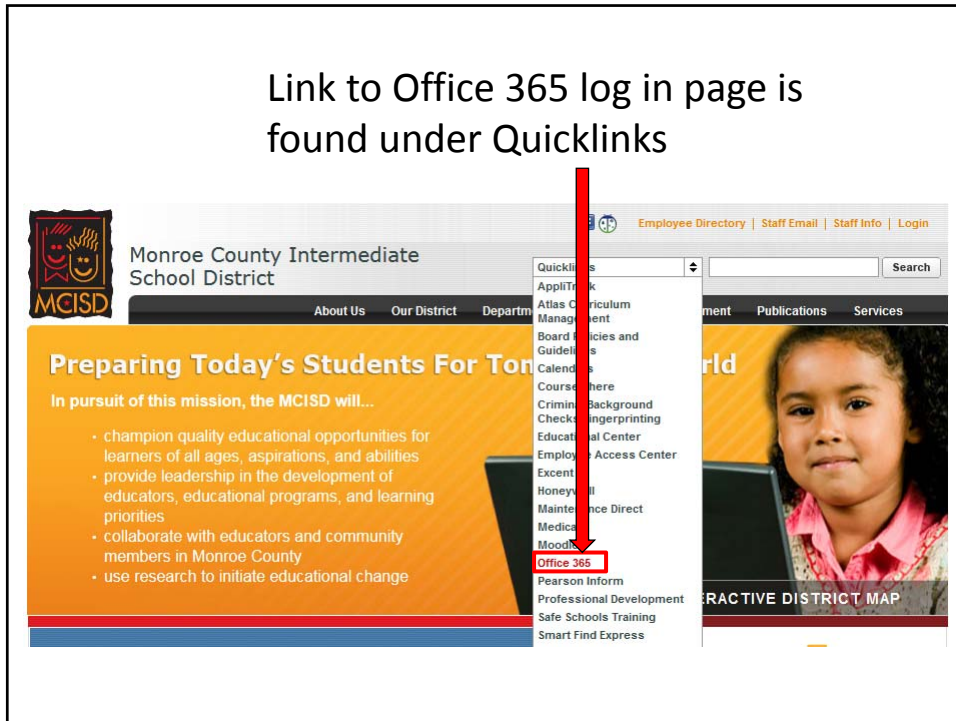
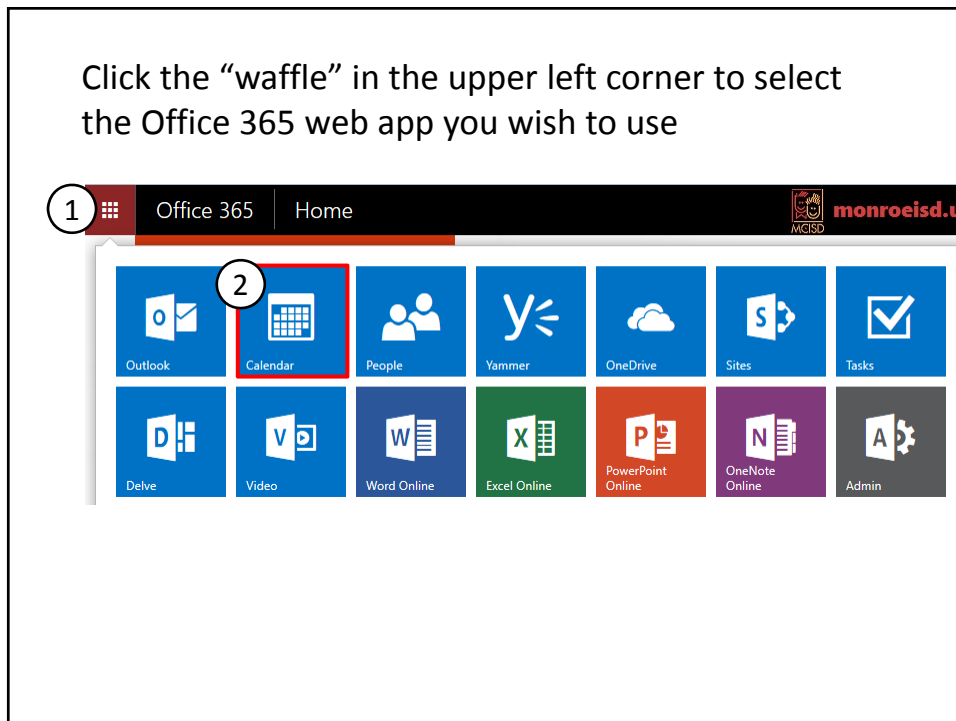
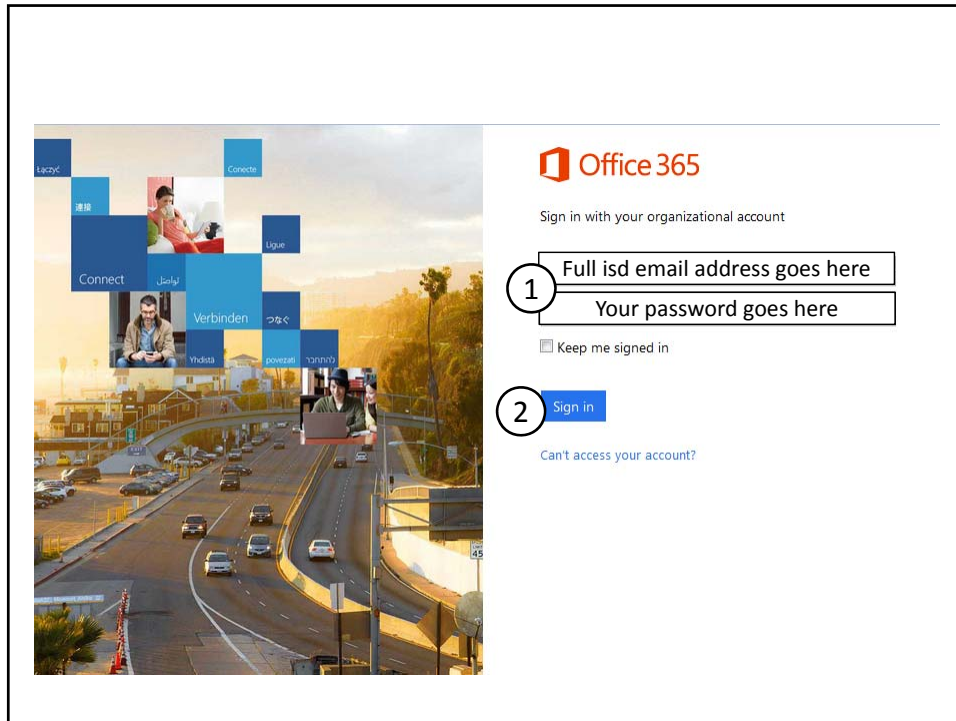
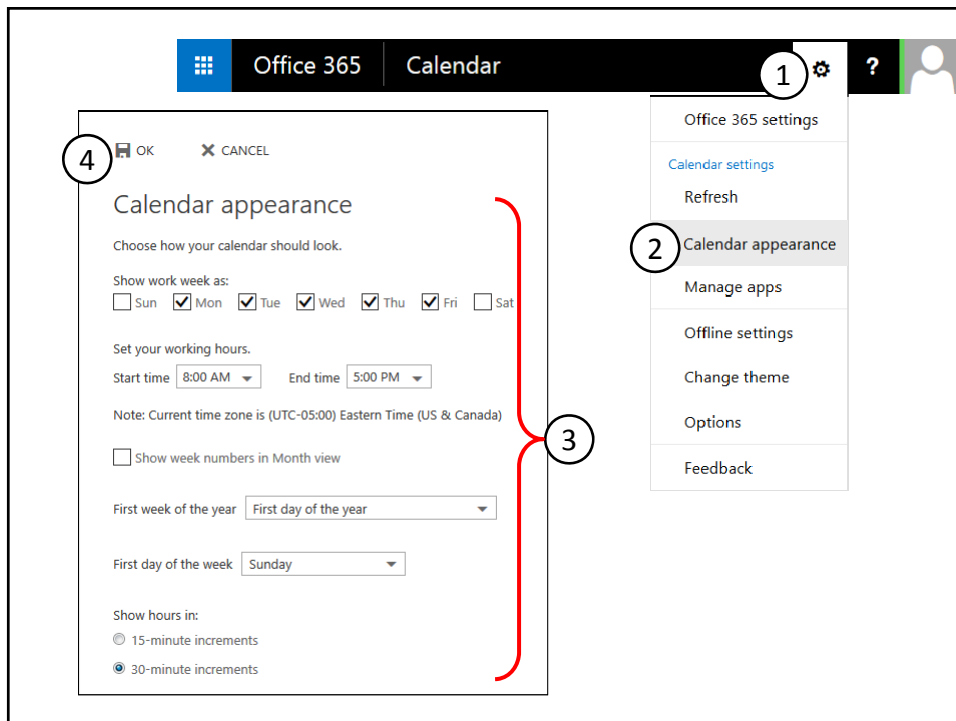
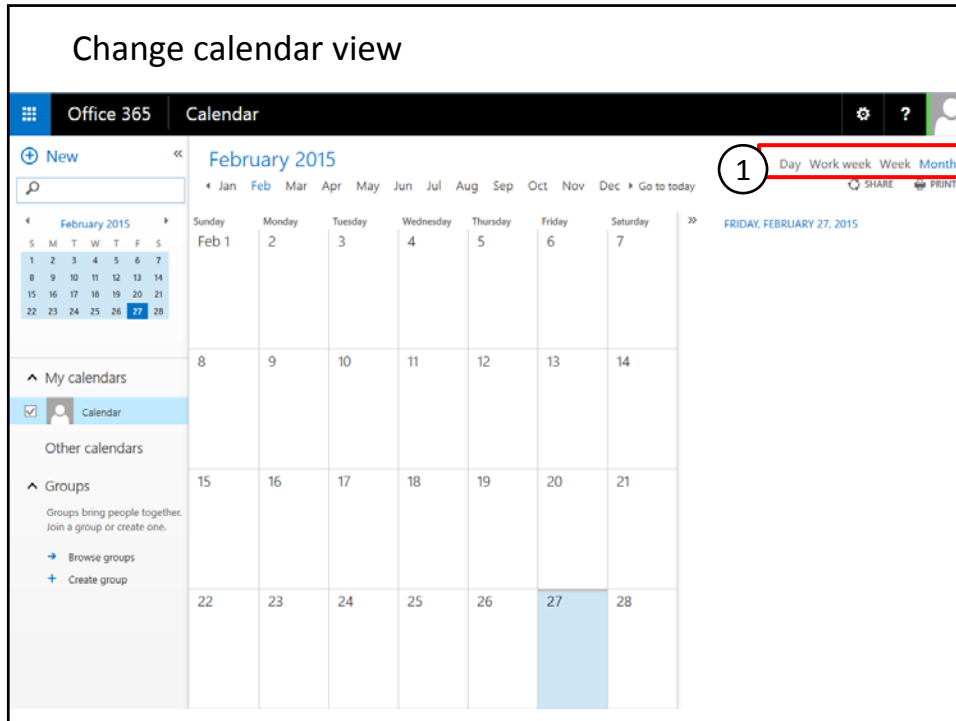


Link to Office 365 log in page is found under Quicklinks







Office 365 Calendar

Office 365 settings

Calendar settings

Refresh

Calendar appearance

Manage apps

Offline settings

Change theme

Options

Feedback

Change theme\*

You can change the look of Outlook Web App by selecting one of the available themes.

\*This changes the theme for all Office 365 Web Apps

### Create a new meeting or event

Office 365 Calendar

New

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event

Location Add room

Attendees +

Start Fri 2/27/2015 10:00 AM Duration 30 minutes

Show as Busy Reminder 15 minutes

Calendar Calendar

Repeat Never

Mark as private  Online meeting

Calibri 12 B I U

**Create a new calendar**

1. Click the plus sign (+) next to 'My calendars'.

2. Click 'Type calendar name here'.

**Change calendar color**

1. Right-click the 'Calendar' item in the 'My calendars' list.

2. Click 'Color' in the context menu.

3. Select a color from the color palette.

**Share a calendar with someone else**

1. Right-click the 'Calendar' item in the 'My calendars' list.

2. Click 'Share calendar' in the context menu.

3. Begin typing recipient's name here.

4. Select the recipient (Janet Rousseau).

5. Select 'Full details' from the permissions dropdown menu.

6. Select the calendar to share (Calendar).

7. Click 'SEND'.

