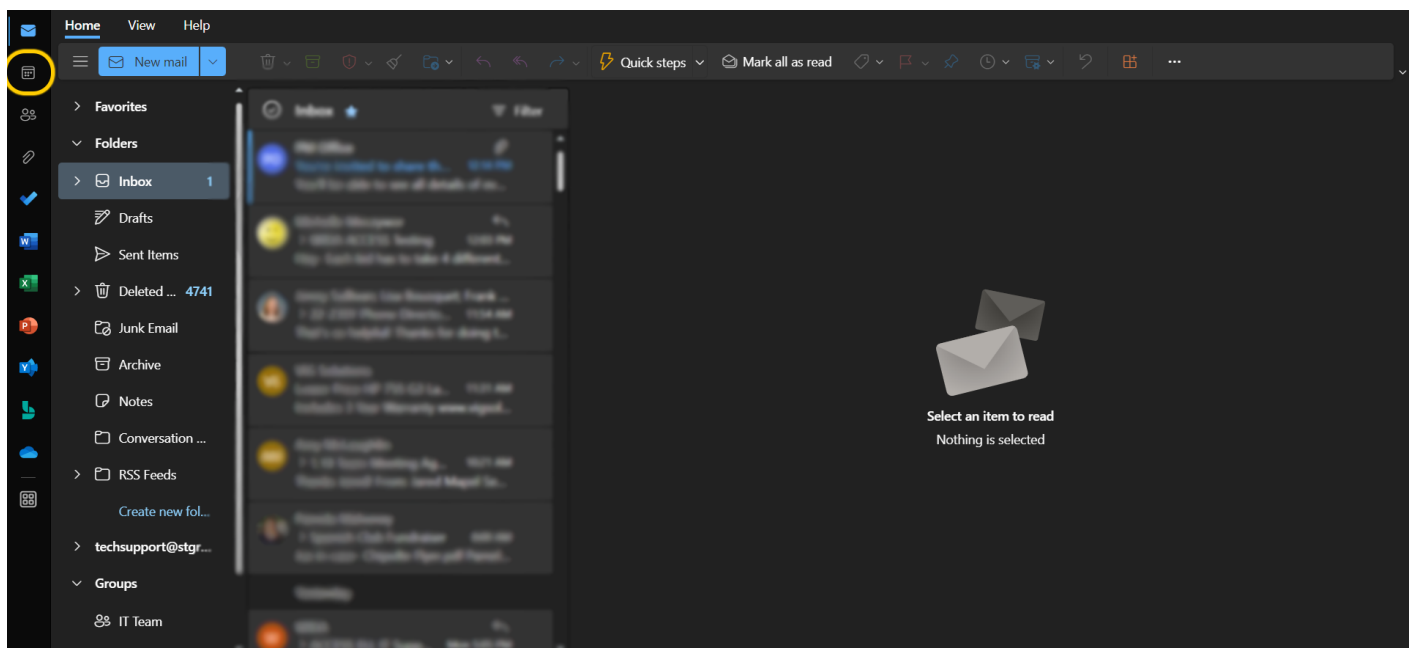


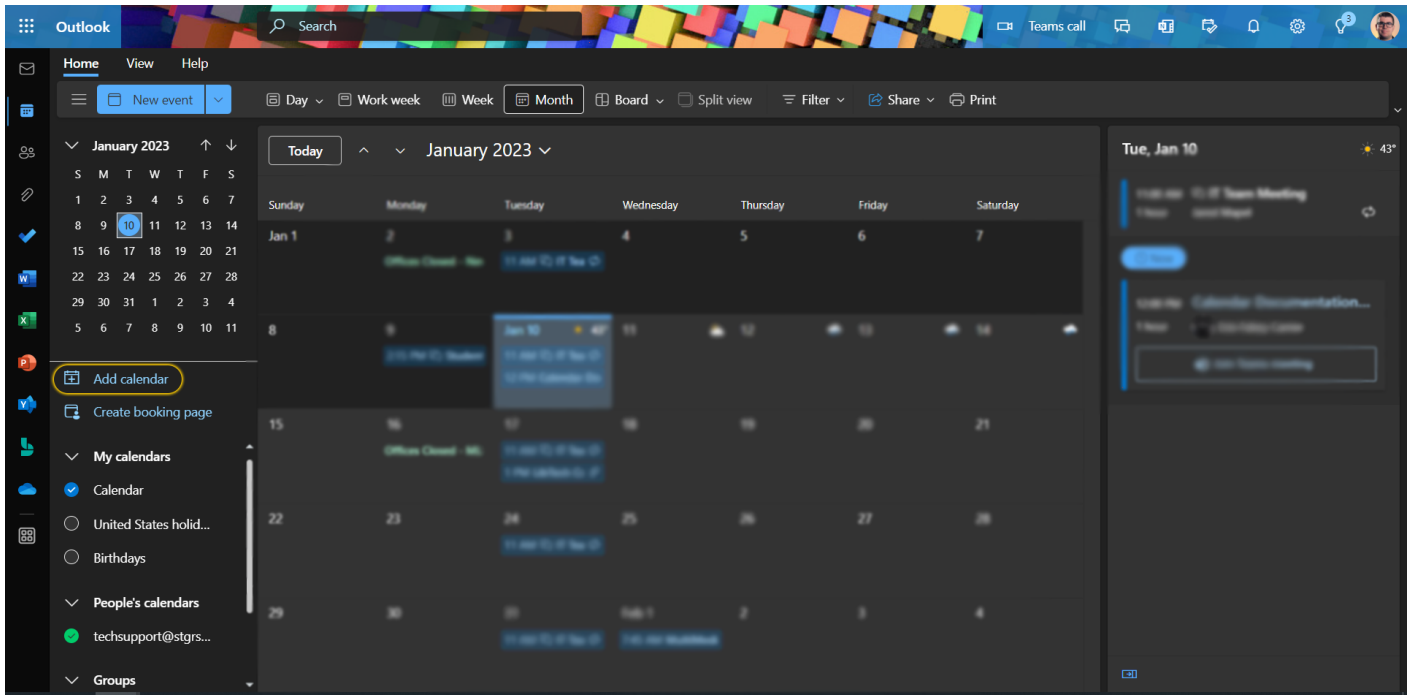
How to access: Powder Mill Office Calendar

In this document we'll be going over how to open the Powder Mill office calendar. All Powder Mill staff should have access to open this calendar. So, if you're having issues please reach out to Mary or Karen in the front office and they can share it with you.

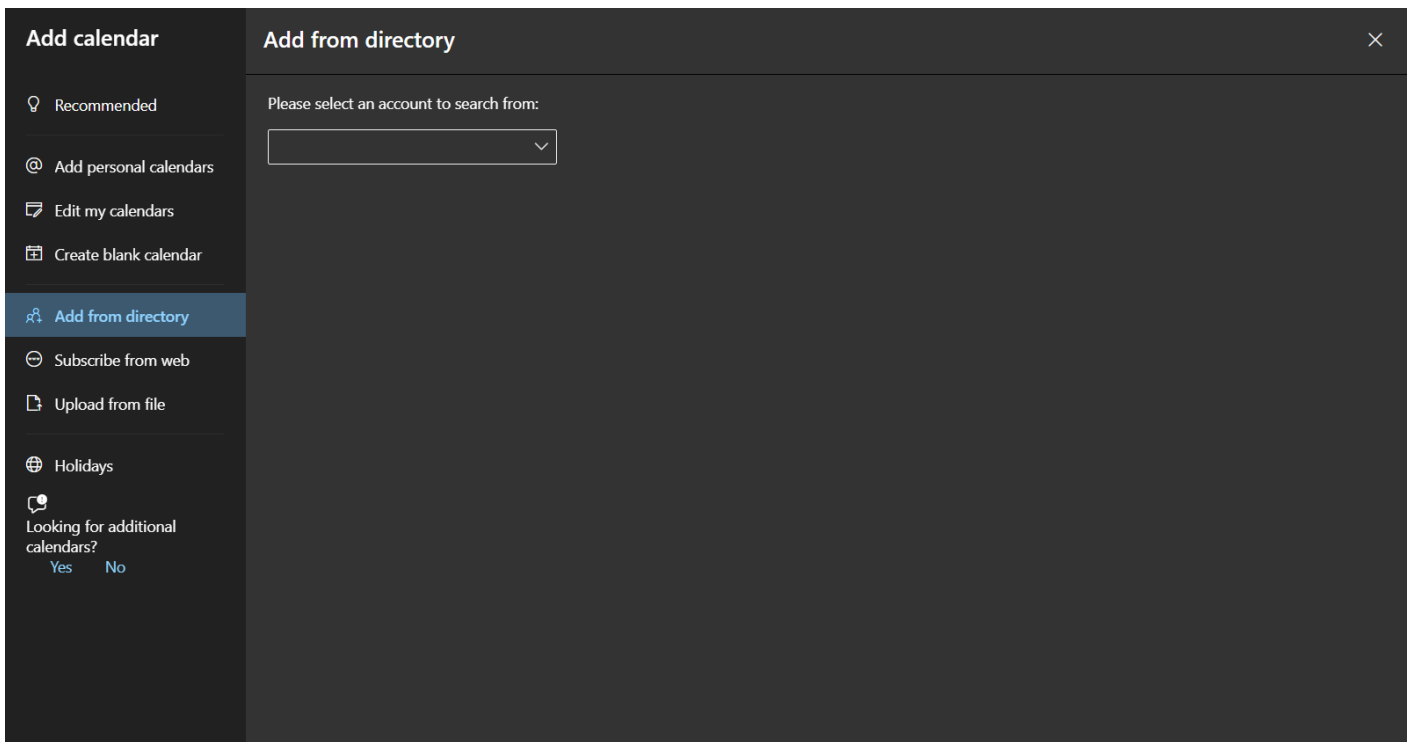
First, log into your Outlook and click on your calendar icon, circled on the left of the screenshot:



Once your calendar is open, click on Add Calendar



Then, click on Add from directory



Select your email address from the dropdown menu and in the bottom field type:

pm_office@stgrsd.org

Add calendar

Recommended

Add personal calendars

Edit my calendars

Create blank calendar

Add from directory

Subscribe from web

Upload from file

Holidays

Looking for additional calendars?
Yes No

Add from directory

Please select an account to search from:
jmapel@stgrsd.org

Select a person, group, or resource from your organization's directory to view the associated calendar.

Enter a name or email address

Add

Once you do that, select "My calendars" from the dropdown menu and click Add.

Add calendar

Recommended

Add personal calendars

Edit my calendars

Create blank calendar

Add from directory

Subscribe from web

Upload from file

Holidays

Looking for additional calendars?
Yes No

Add from directory

Please select an account to search from:
jmapel@stgrsd.org

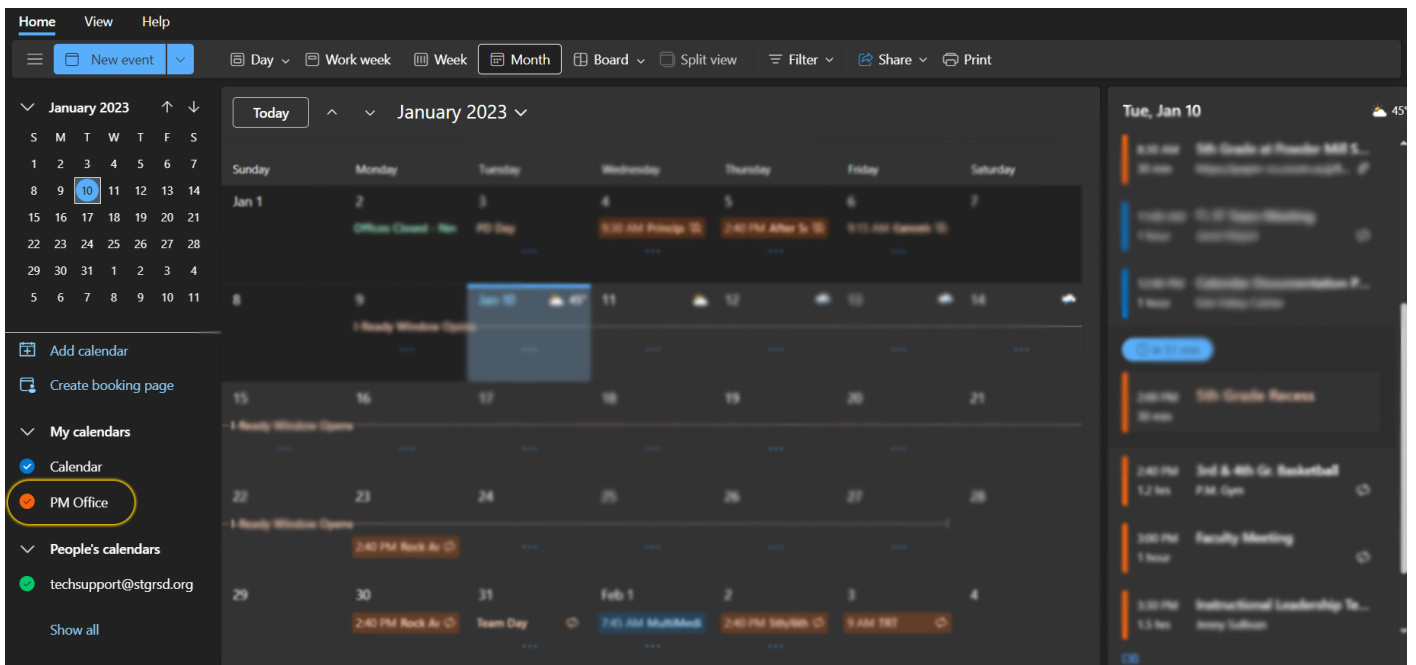
Select a person, group, or resource from your organization's directory to view the associated calendar.

PO PM Office

Add to
My calendars

Add

After that, you should see the PM Office calendar located on the left side of your calendar page like so:



Now you should be able to view any upcoming events on the PM Office calendar!

If you have any issues please ask for assistance by submitting a help ticket at <https://stgrsd.org/helpdesk>

Revision #1

Created 10 January 2023 17:35:56 by Jared Mapel

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