

# How To Access: SRS Internal Calendar

In this document we'll be going over how to open the SRS internal calendar. All Southwick Regional School staff should have access to open this calendar. So, if you're having issues please reach out to Sue Romani in the front office and they can share it with you.

**NOTE:** We recommend using the browser version of Outlook, found at <https://office.com>

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

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