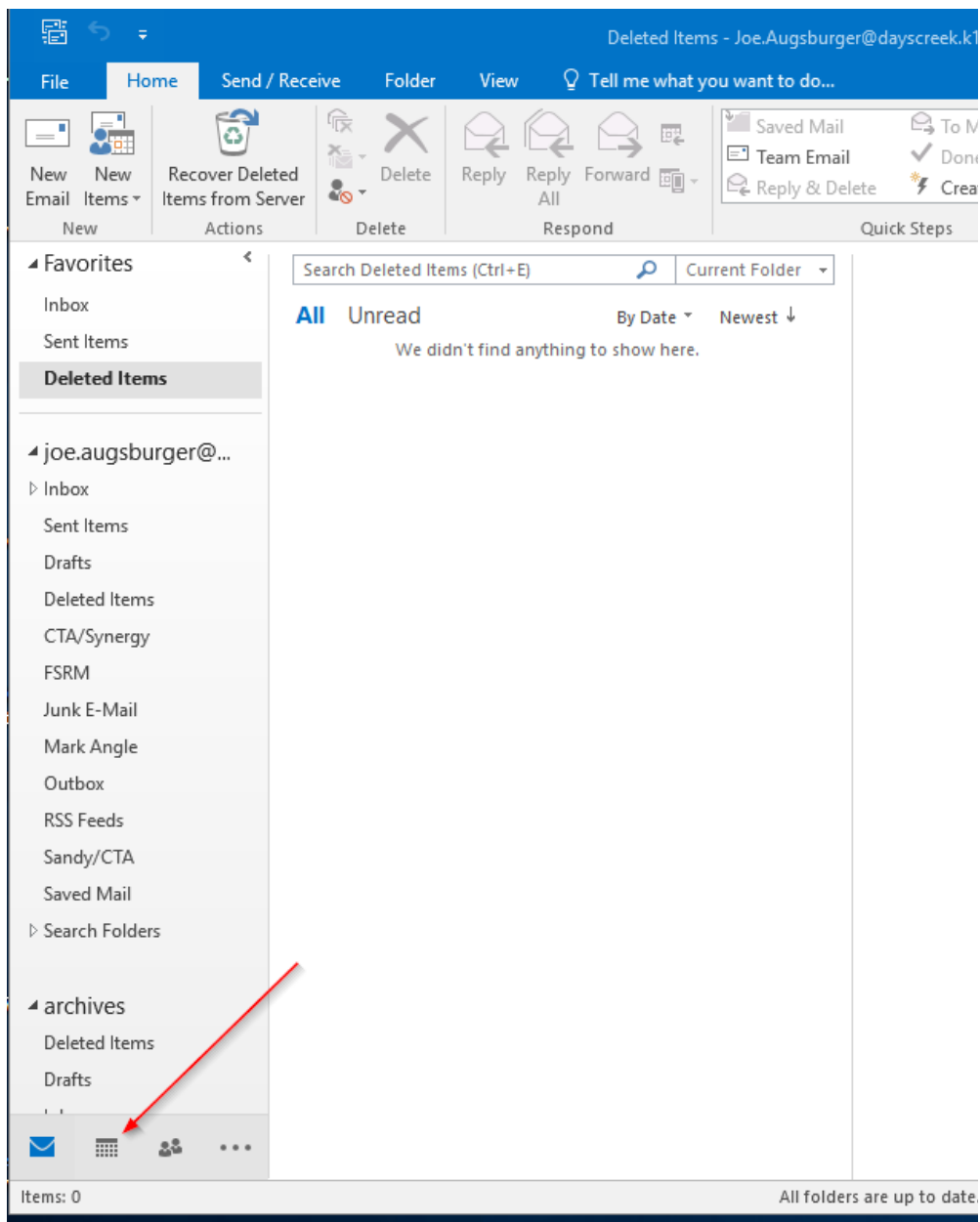


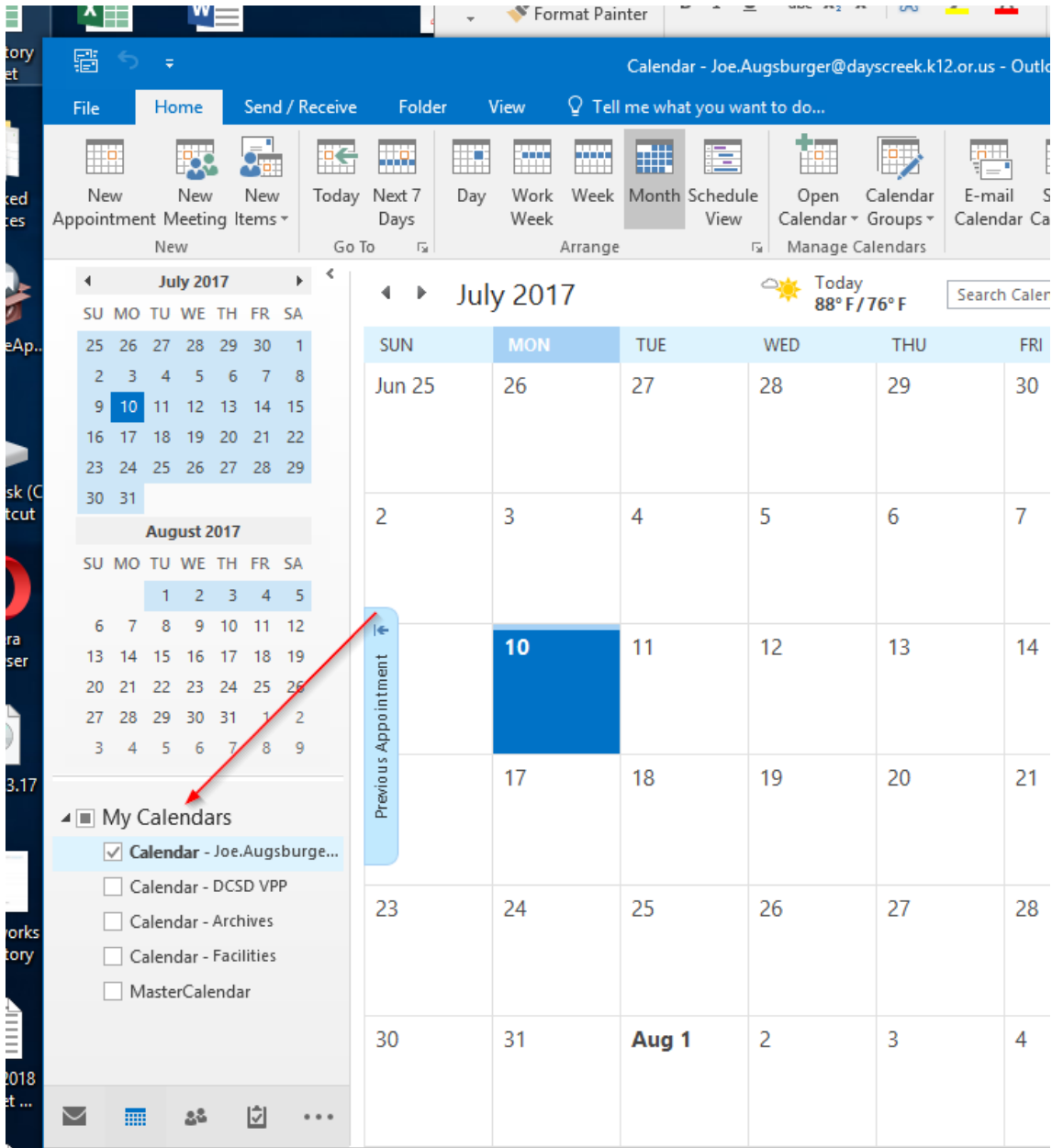
1. Open Outlook on your workstation



(Figure 1)

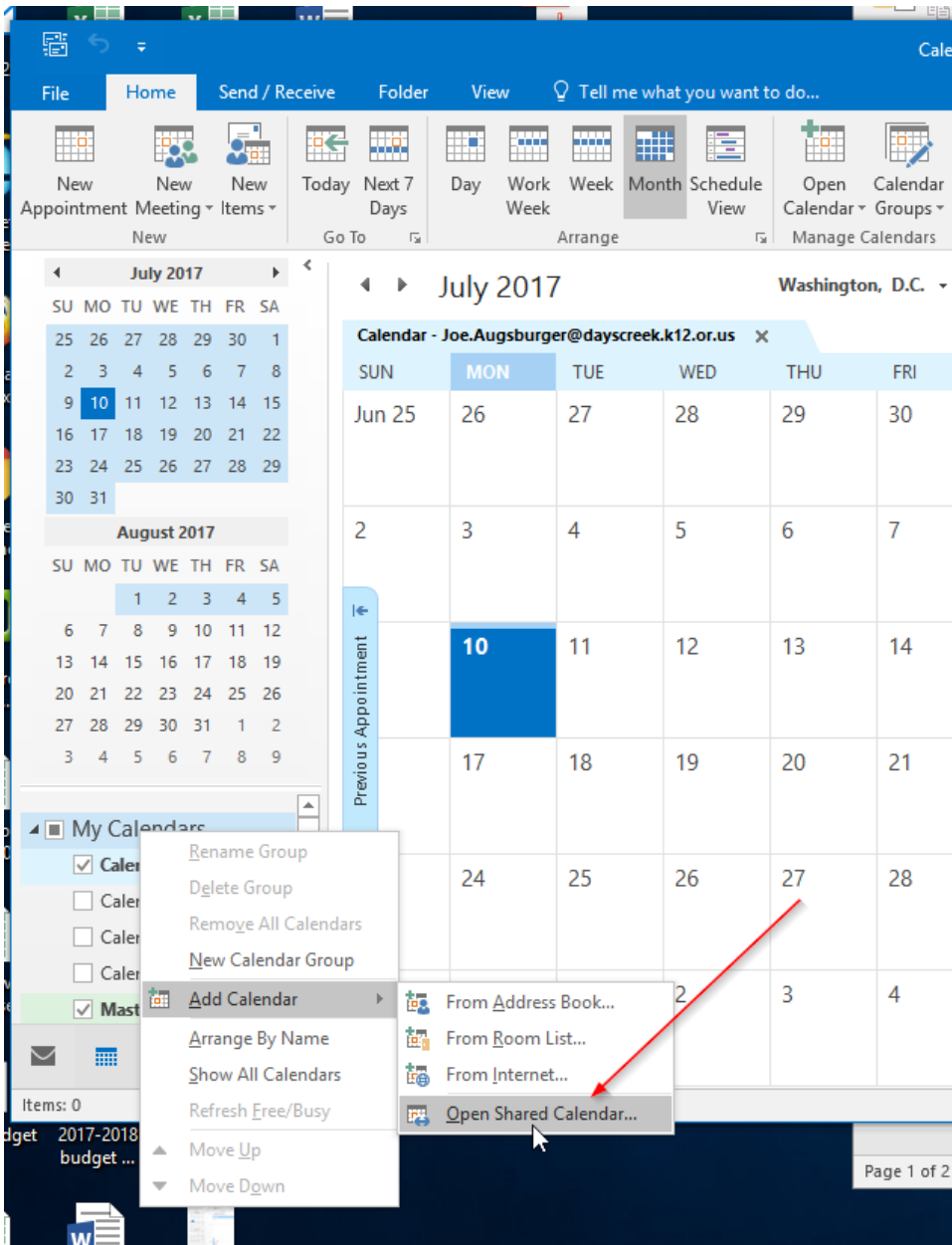
2. Go to the lower left corner and choose the calendar icon (figure 1)

3. Right click on My Calendars (figure 2)



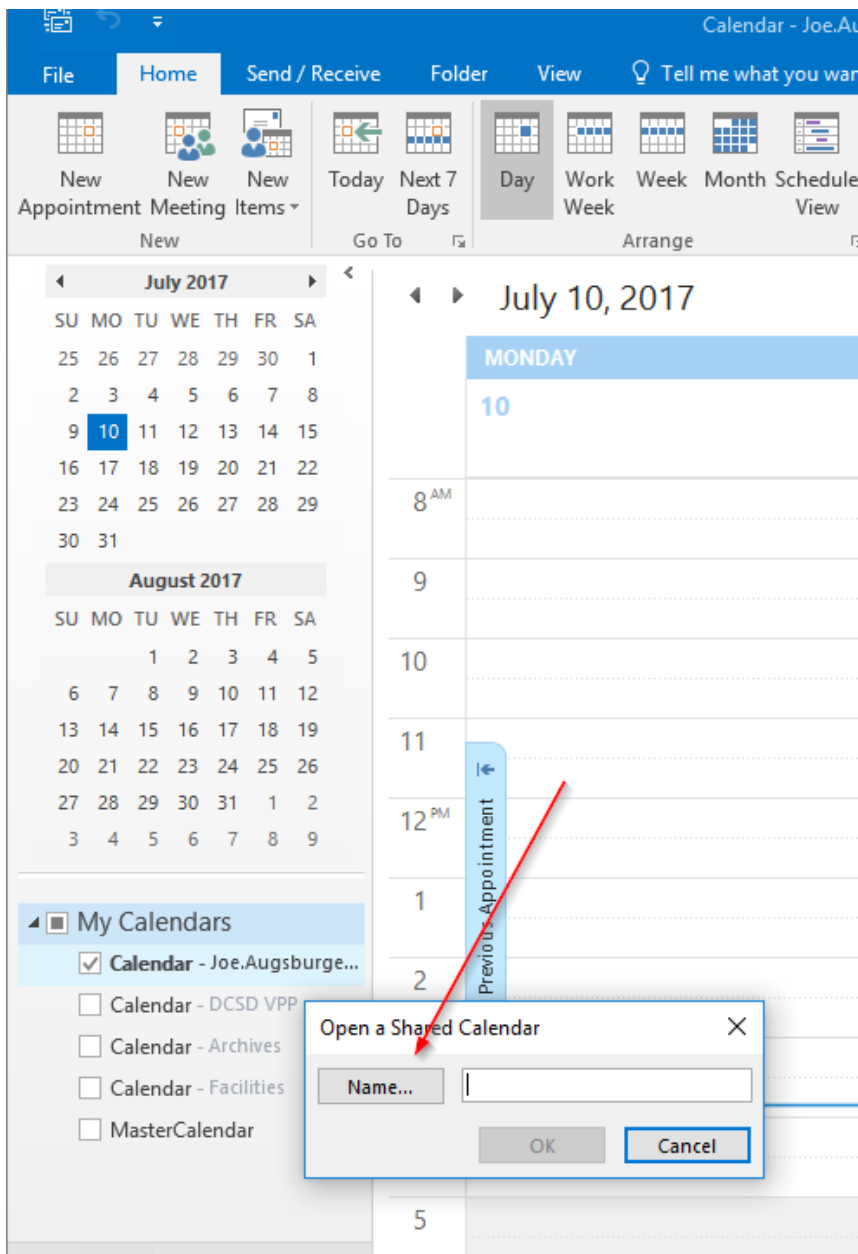
(Figure 2)

4. From the list that appears, put your pointer on Add Calendar and from the dialog box that opens left click on Open Shared Calendar (figure 3)



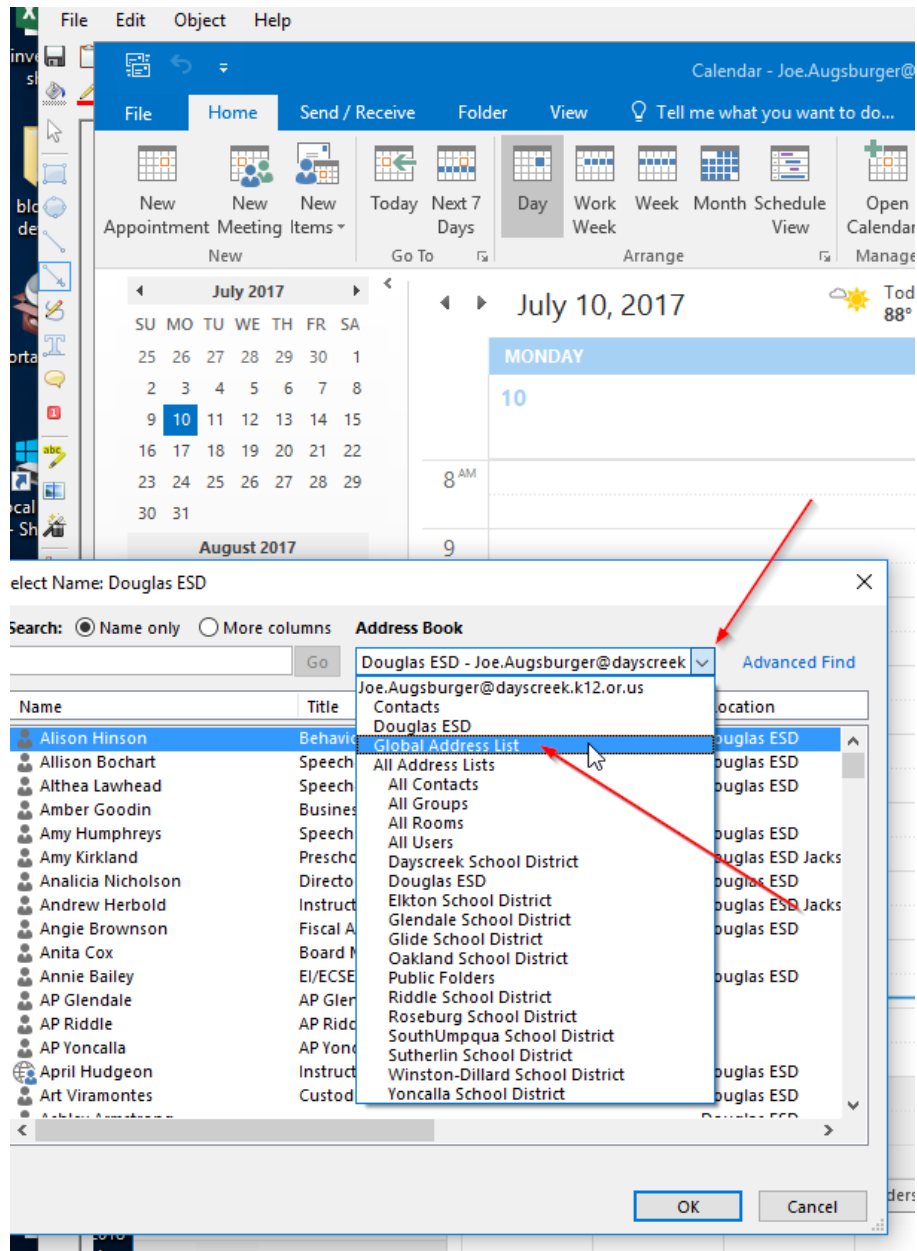
(figure 3)

5. A dialog box opens asking for the Name; left click on the Name to open an address book (figure 4)



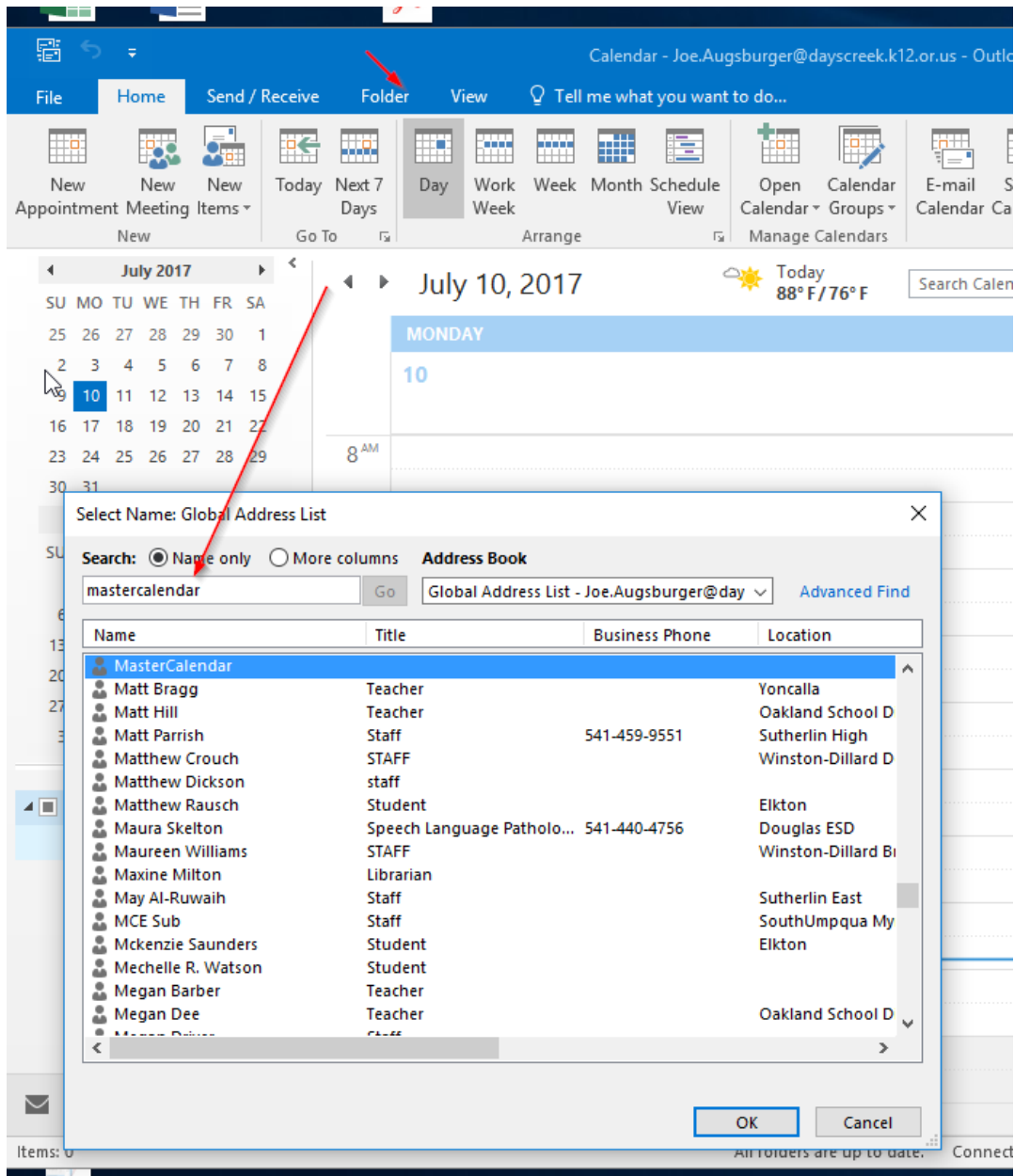
(figure 4)

6. In the top right of the screen that opens, there is a default address book. Left click on the down symbol to open a box showing many different address books. You must choose “Global Address List” (figure 5)



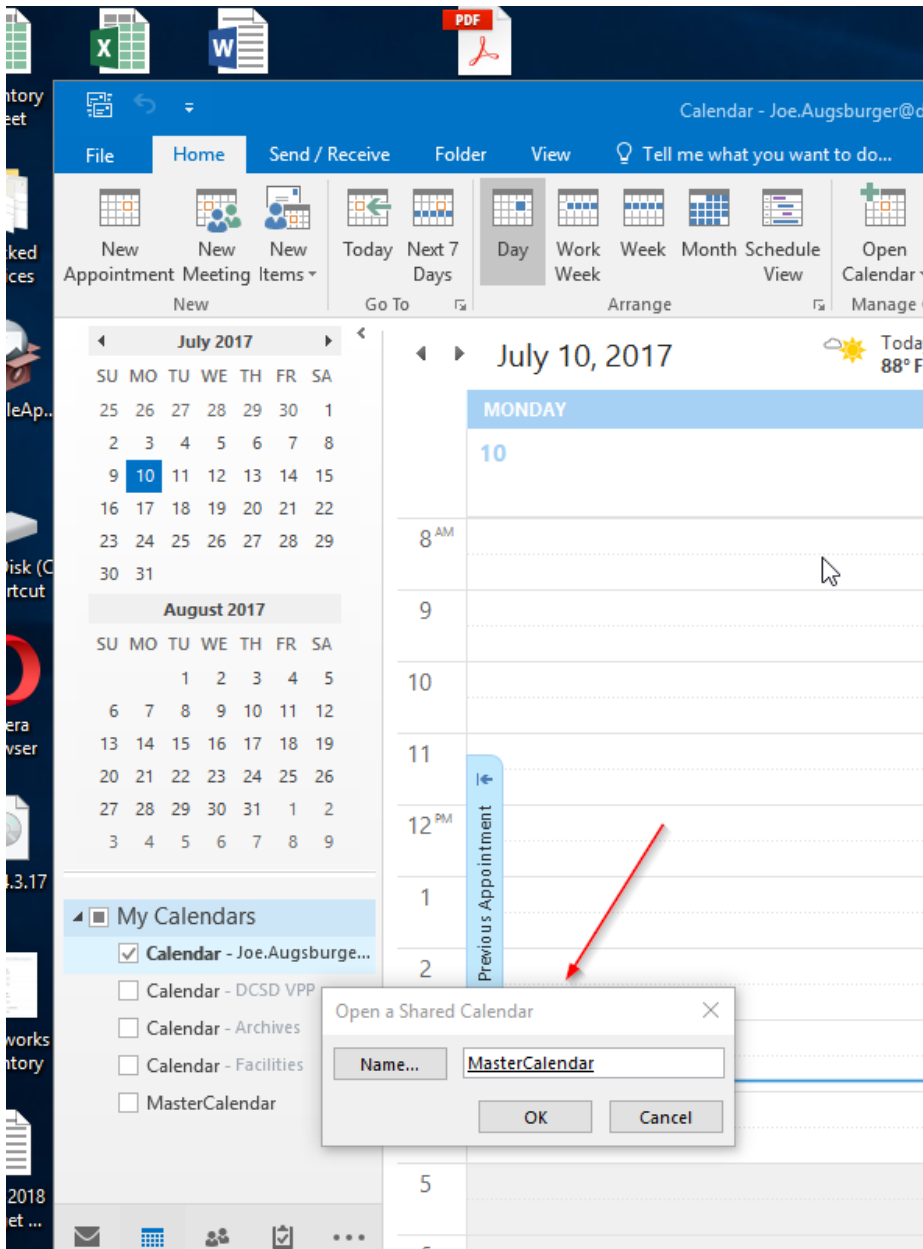
(figure 5)

7. Now go to the Search box at top left of this screen and type in Mastercalendar. As you do so, the Mastercalendar appears at the top of the list of people (figure 6)



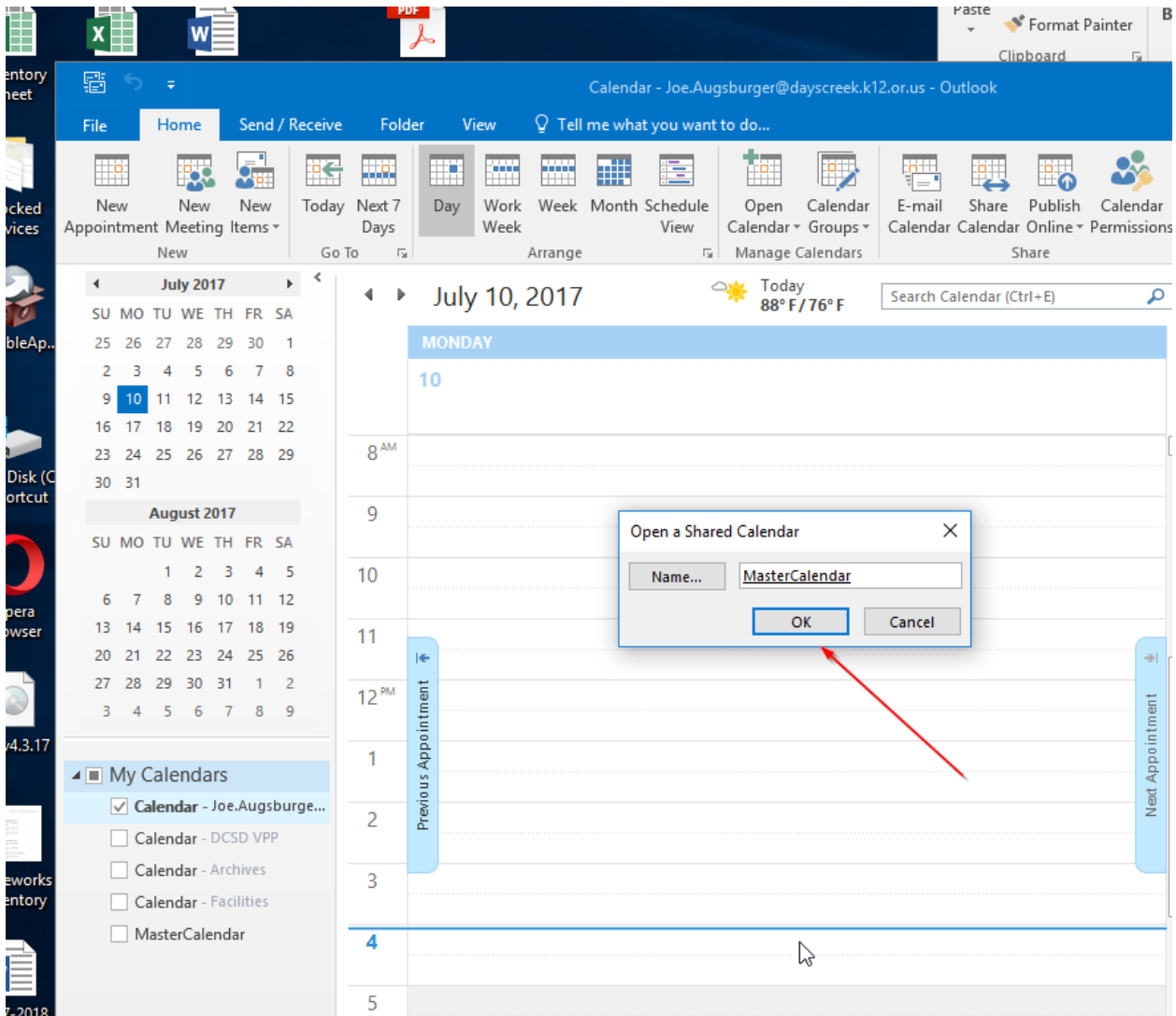
(figure 6)

8. Choose OK at lower right and you should see this: (figure 7)



(figure 7)

9. Choose OK and you'll see a box open that looks very similar to step 8 (figure 8)



(figure 8)

10. Select OK and you should now have the Mastercalendar (figure 9)

The screenshot displays the Microsoft Outlook calendar interface. At the top, the ribbon includes tabs for File, Home, Send / Receive, Folder, View, and a search bar. The 'View' tab is active, showing options for Day, Work Week, Week, Month, and Schedule View. The 'Month' view is selected. Below the ribbon, there are buttons for 'New Appointment', 'New Meeting', and 'New Items', along with 'Today', 'Next 7 Days', and 'Go To'. The main area shows two calendar windows for July 2017. The left window is titled 'Calendar - Joe.Augsburger@dayscreek.k12.o...' and the right window is titled 'MasterCalendar'. The 'MasterCalendar' window is highlighted with a green header. In the 'My Calendars' list on the left, 'MasterCalendar' is checked and highlighted in green. The calendar grid shows dates from 25 to 31 of July and 1 to 5 of August. The 'MasterCalendar' window shows appointments for July 10 (6:00 p.m.), July 12 (6:30 p.m.), and July 31 (8:00 a.m.).

(figure 9)