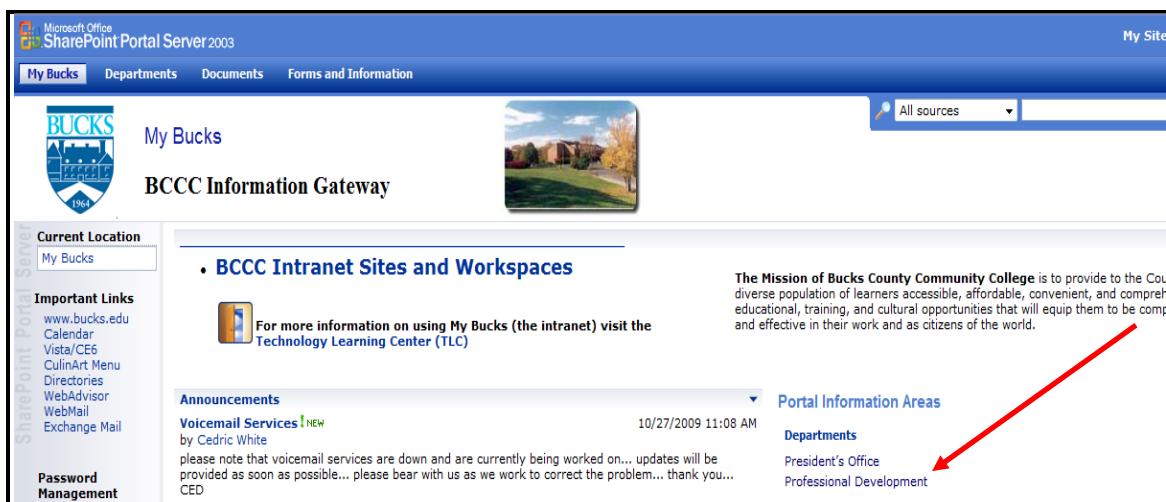


Linking the Professional Development Calendar from the Intranet to your Exchange Outlook Email/Calendar Area

Do you want to keep informed about upcoming events but don't have the time to access the Intranet to check the various calendars you may have access to? If so, these directions will provide the solution where you only have to access your Exchange Mail/Calendars to view your calendars.

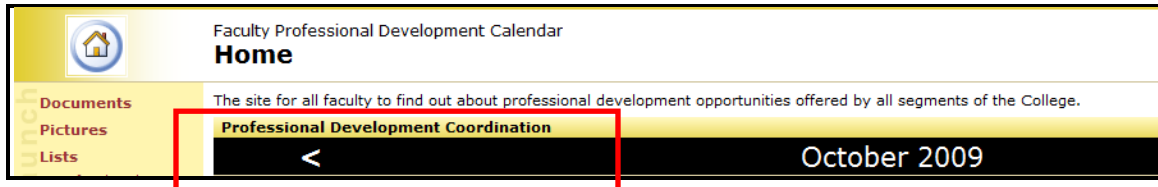
1. To begin, access **MyBucks**, the College's Intranet. Once the page opens, click the **Professional Development** link under the **Portal Information Areas** on the right.



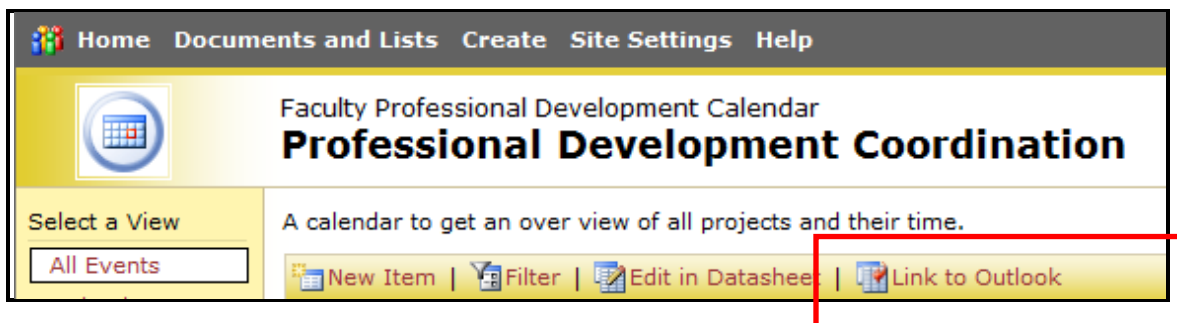
2. On the Professional Development page, click the **Faculty Professional Development Calendar** link.



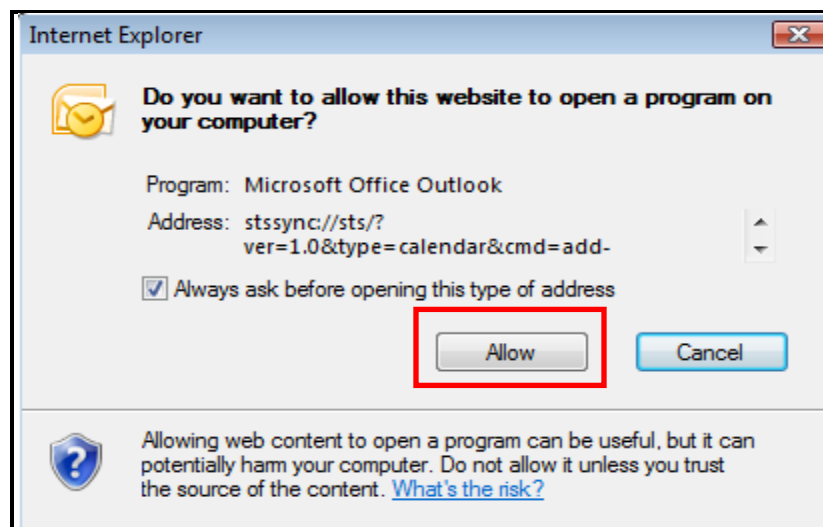
- When the calendar opens, you may be at the **Home** area. If so, click the **Professional Development Coordination** link to open the toolbar that will enable you to link the calendar to Outlook.

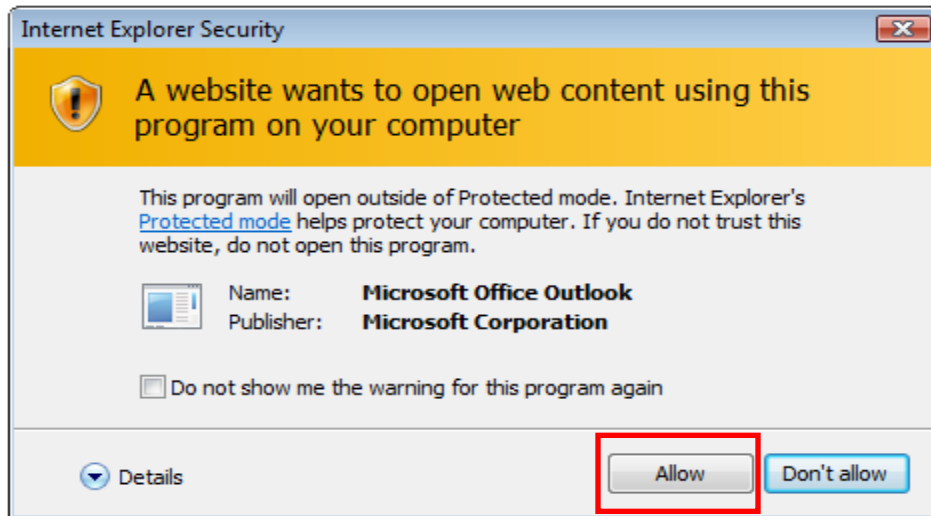


- Once the toolbar is visible, click the **Link to Outlook** option.

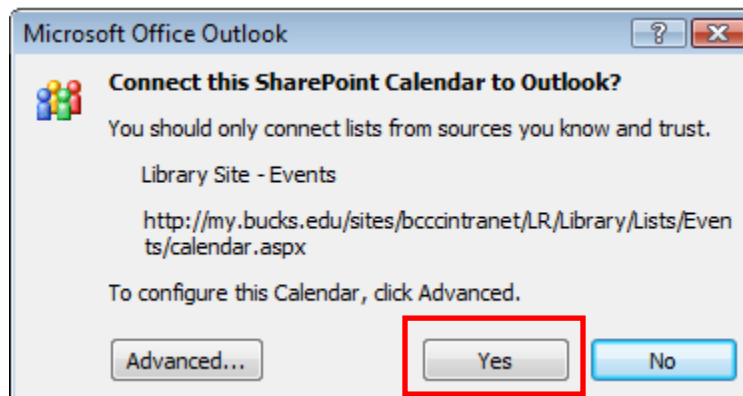


- The following two screens may appear. If they do, click the **Allow** button on each.

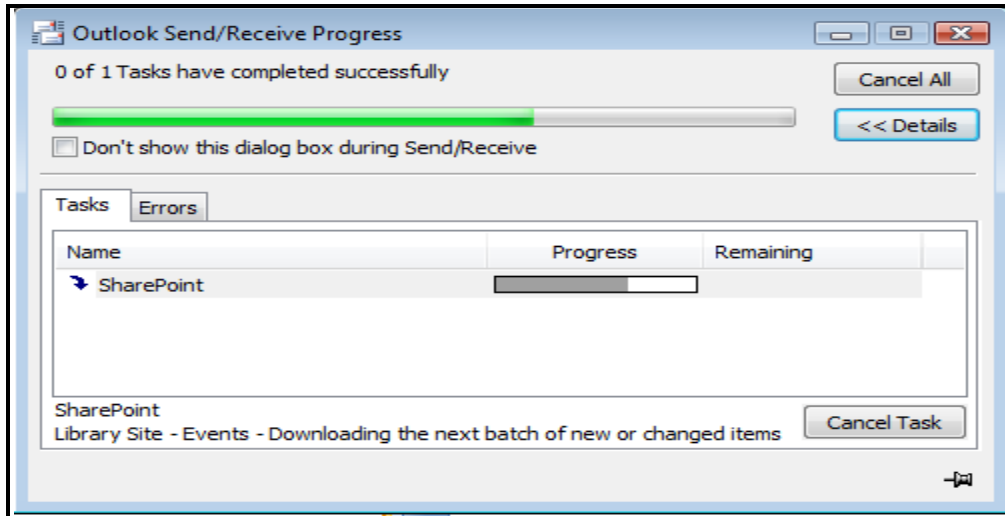




6. At the **Connect this SharePoint Calendar to Outlook?** window, click the **Yes** button.



7. After clicking the **Yes** button, the **Outlook Send/Receive Progress** window opens.



8. Once the information has transferred, you will now see the new calendar in your Exchange **Other Calendars** area under **All Calendar Items**.

