Linking the Professional Development Calendar from the MyBucks Portal 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 MyBucks 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. You must use Internet Explorer to see the correct options for this tutorial.

1. To begin, access MyBucks, the College’s Portal. Once the window opens, in the bottom, middle of the page, click Expand All or click Other under My Team Sites to expand the list. Click the Faculty Professional Development Calendar link under the expanded My Team Sites. This may open a new browser window or tab.

2. When the calendar opens, you will be at the Home area. Click the Professional Development Coordination link to open the toolbar that will enable you to link the calendar to Outlook.
3. Click **List** under List Tools, then click the **Connect to Outlook** option.

4. The following two screens may appear. If they do, click the **Allow** button on each.
5. At the **Connect this SharePoint Calendar to Outlook**? window, click the **Yes** button.

6. After clicking the **Yes** button, you may be prompted to enter your MyBucks credentials. Type in your user name and password, then click **OK**.

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