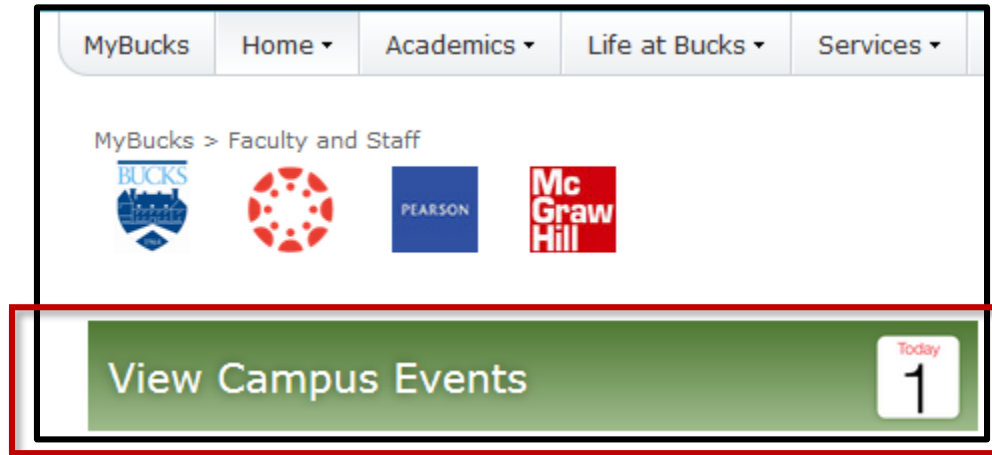


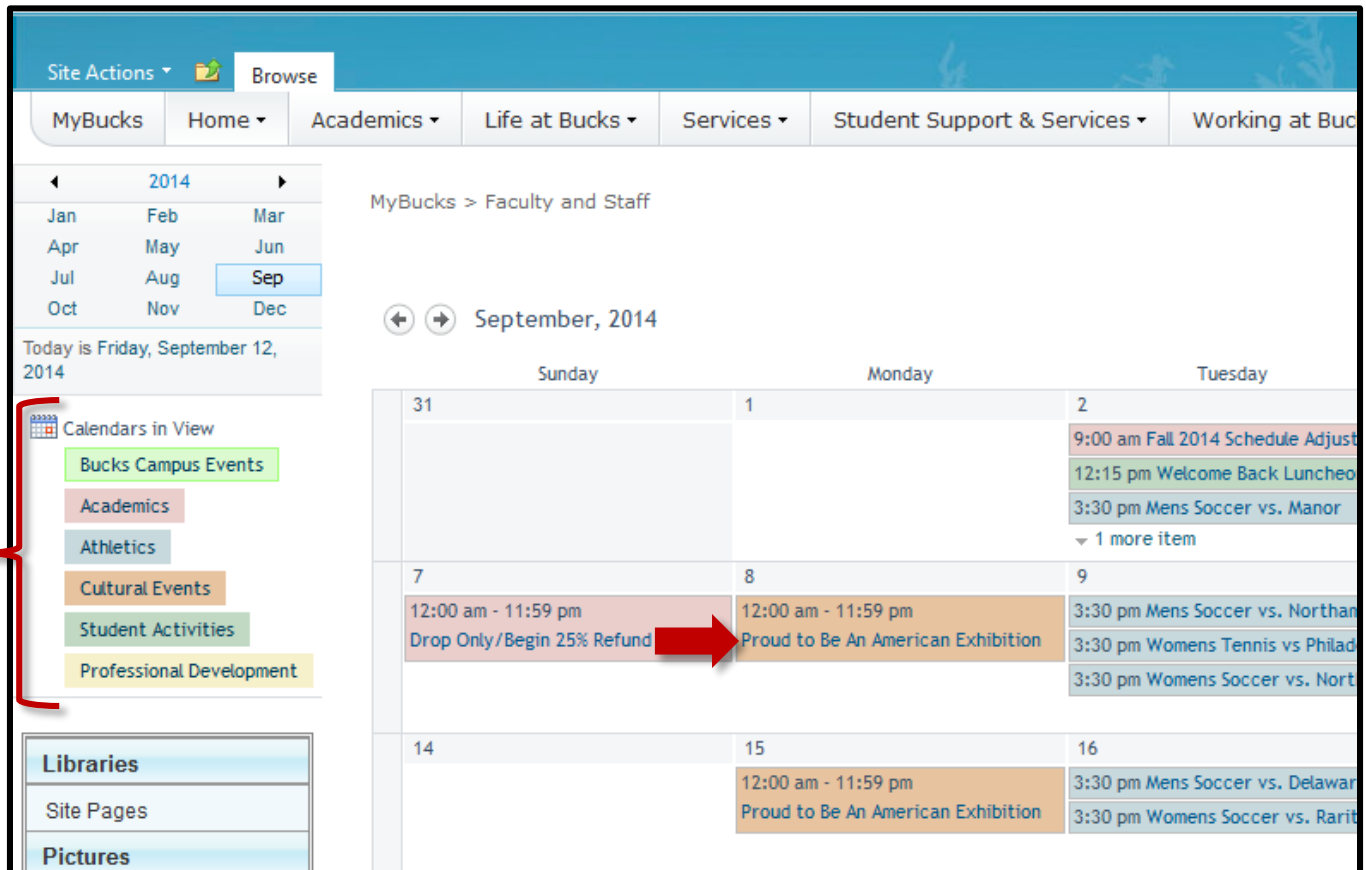
View Campus Events -- A Hidden Gem on MyBucks

A feature that not many people know about is also an invaluable tool to see the events that are taking place on all three campuses.

1. On the left side of MyBucks under the web links, click **View Campus Events**.



2. The Faculty and Staff calendar appears for the current month. All events are color coded according to the key on the left side of the page. Click an option on the **color key** (such as **Academics** or **Athletics**) to filter events by type. Click on any **event title** (such as **Proud to Be An American Exhibition** or **Welcome Back Luncheon**) to see an expanded view with all available details.



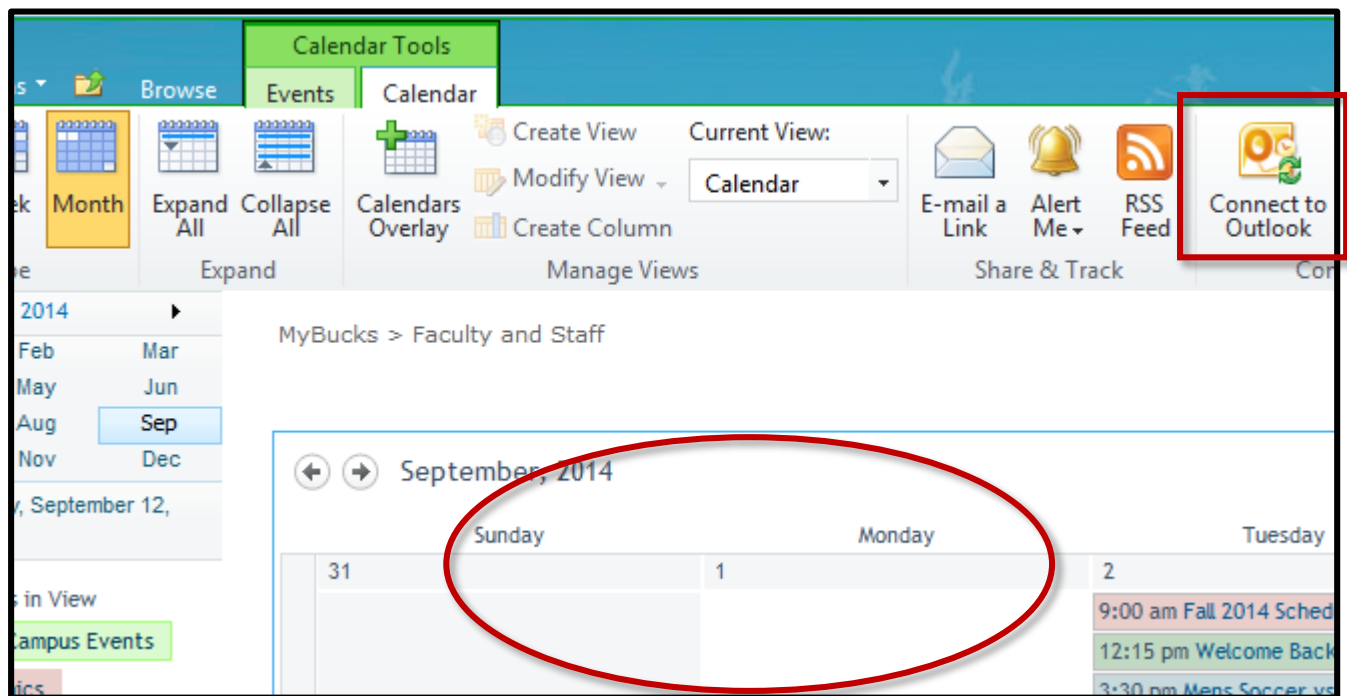
A screenshot of the MyBucks Faculty and Staff calendar for September 2014. The calendar shows events for the month, with a color key on the left side. The color key includes categories like Bucks Campus Events (green), Academics (red), Athletics (blue), Cultural Events (orange), Student Activities (light green), and Professional Development (yellow). The calendar shows events for the month of September 2014, with a red arrow pointing to the event "Proud to Be An American Exhibition" on Monday, September 8th.

Sunday	Monday	Tuesday
31	1	2
		9:00 am Fall 2014 Schedule Adjust 12:15 pm Welcome Back Luncheon 3:30 pm Mens Soccer vs. Manor ▼ 1 more item
7	8	9
12:00 am - 11:59 pm Drop Only/Begin 25% Refund	12:00 am - 11:59 pm Proud to Be An American Exhibition	3:30 pm Mens Soccer vs. Northan 3:30 pm Womens Tennis vs Philad 3:30 pm Womens Soccer vs. Nort
14	15	16
	12:00 am - 11:59 pm Proud to Be An American Exhibition	3:30 pm Mens Soccer vs. Delawar 3:30 pm Womens Soccer vs. Rarit

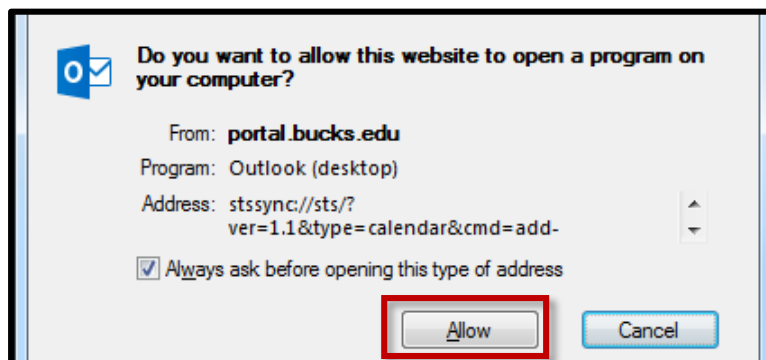
3. An example event details window is shown below with times, locations, and descriptions.

MyBucks > Faculty and Staff	
Title	Welcome Back Luncheon for Clubs
Location	Newtown Campus
Start Time	9/2/2014 12:15 PM
End Time	9/2/2014 1:30 PM
Description	12:15pm to 1:30pm
All Day Event	

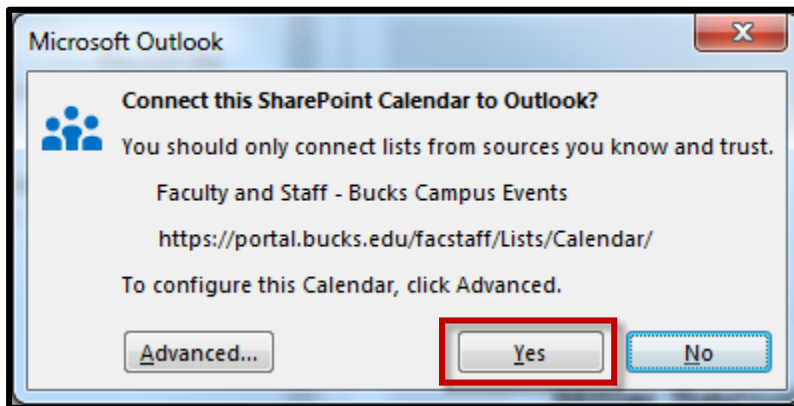
4. Click anywhere within the boundaries of the calendar (inside the red circle shown below) to bring up the **Calendar Tools** toolbar. If you wish to add this calendar to your Outlook, click the **Connect to Outlook** button.



5. Click the **Allow** button to continue. You may need to click **Allow** a second time. These options will vary between browsers.



6. Click **Yes** to add the calendar to Outlook. This calendar will now appear under **Other Calendars** in Outlook.



7. The Campus Events calendar is shown below in Outlook 2013.

