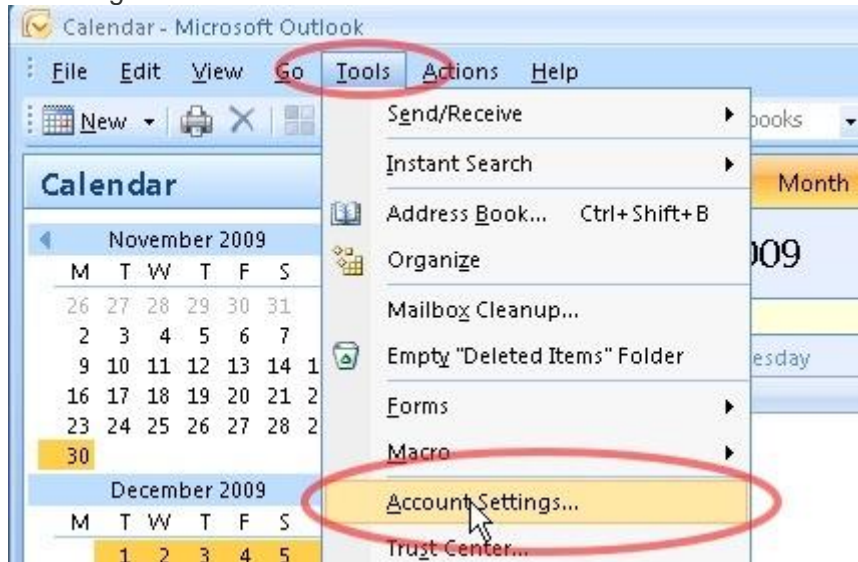


Subscribe to Calendar (MS Outlook)

Microsoft Outlook

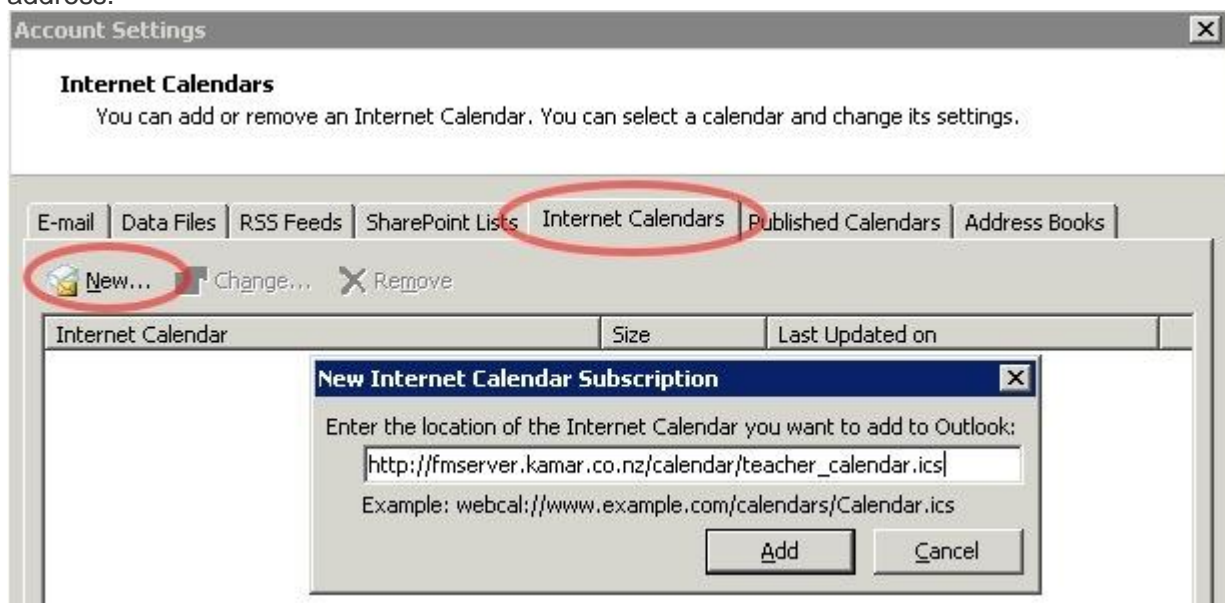
Select 'Account Settings' from the 'Tools' menu.



Next, select the 'Internet Calendars' tab.

Then, click the 'New' button.

You will be prompted to enter the url where the calendar is saved to. See your technician for this address.



If the address is valid, then you will be prompted to confirm the name you want the calendar to appear as within Outlook.

Also, make sure the 'Update this subscription...' checkbox is ticked (default)

Subscription Options [X]

Use the choices below to configure options for this Internet Calendar.

General

Folder Name:

Internet Calendar: teacher_calendar

Location: http://fmserver.kamar.co.nz/calendar/teacher_calendar.ics

Description:

Attachments

Download attachments for items in this Internet Calendar

Update Limit

Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.

Close the Account Settings window.

The KAMAR calendar should now appear under 'Other Calendars' on the left side.

25	26	27	28	29	30	31	30	1 Dec	2	3	4	5
1	2	3	4	5	6	7	30 Nov - 6 Dec	Year 9 & 10 Activities; Various Locations			Junior Prizegiving;	
								Progress Reports F				

All Calendar Items
 My Calendars
 Calendar
 Other Calendars
 KAMAR College