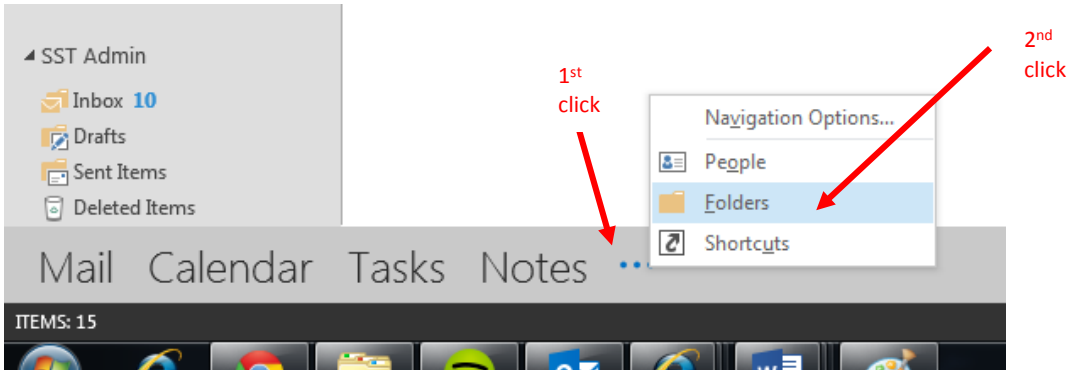
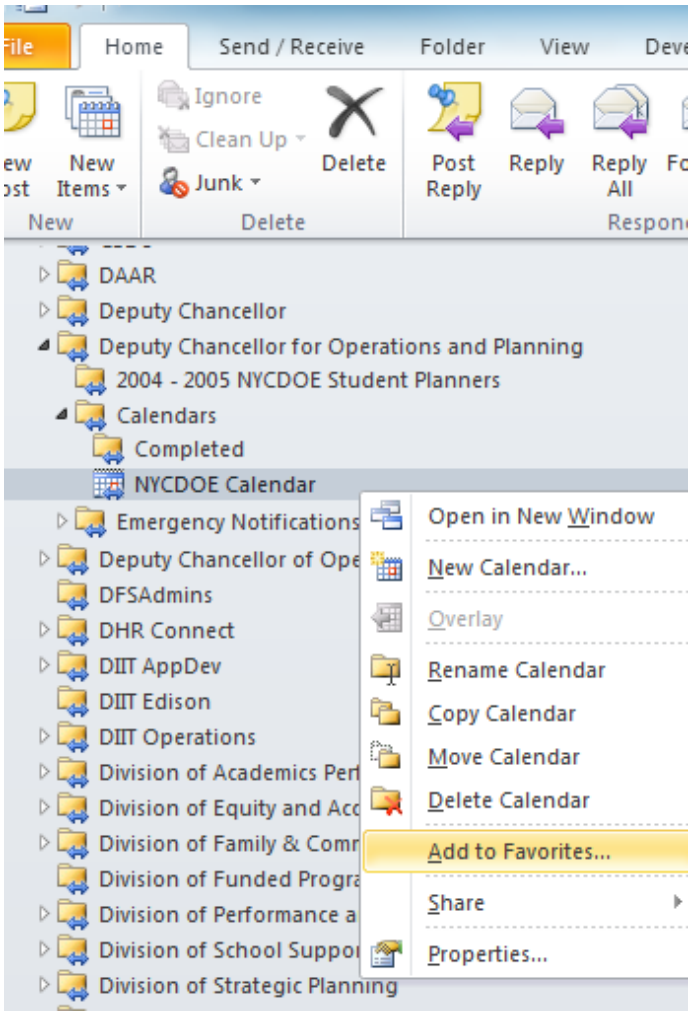
Instructions on how to add the NYC DOE Calendar to your Outlook Account

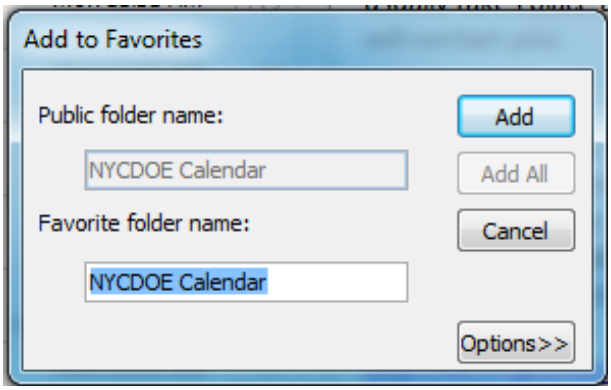
1) In Outlook 2013, navigate to the public folder by clicking on the dots, and the "Folders" option (shown below). Then select "Public Folders" from the list now appearing in your Navigation panel. The folder is located at: \Public Folders\Central\Deputy Chancellor for Operations and Planning\Calendars\NYCDOE Calendar.



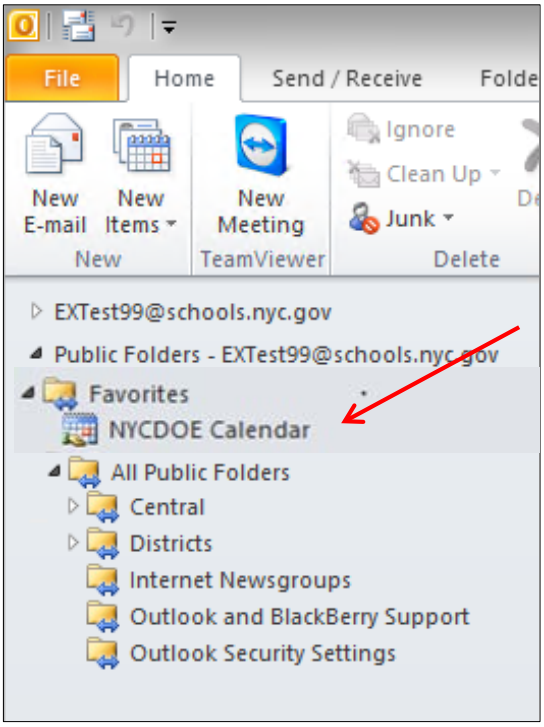
2) Right-click the desired calendar, "NYCDOE Calendar" and then select Add to Favorites.



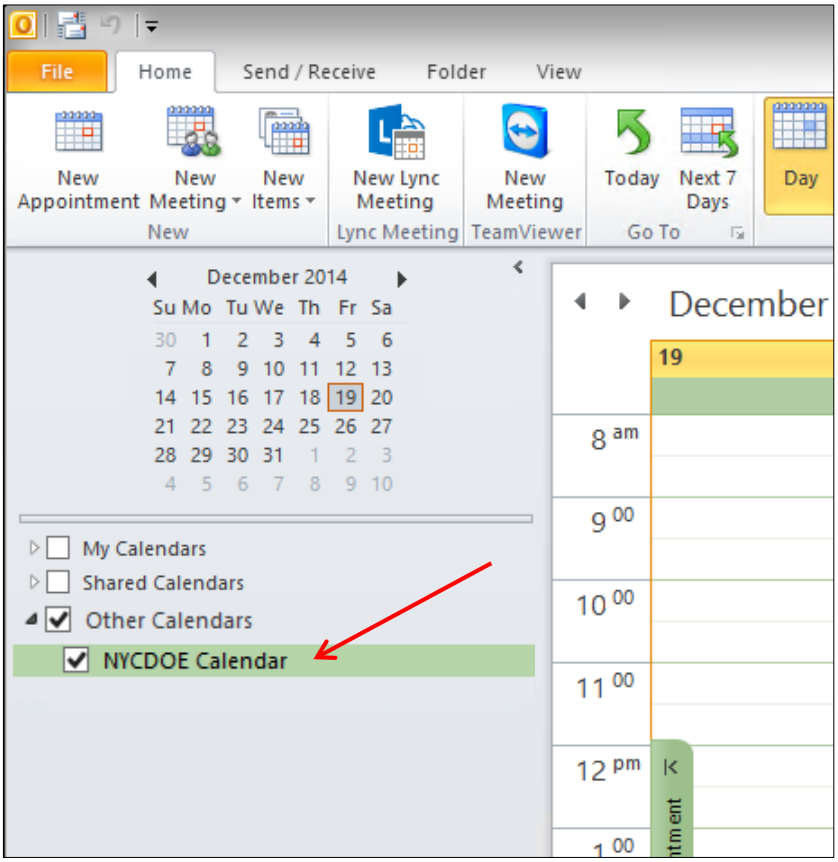
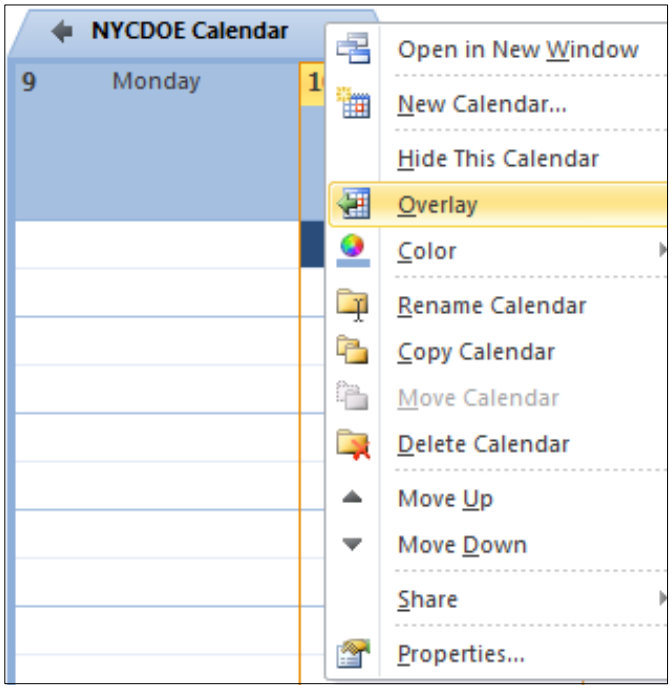
3) Click Add



4) The calendar will now appear in your **Public Folders** Favorites folder…



5) The calendar can also be viewed in your own Calendar view within Outlook under “Other Calendars”



6) You can choose to blend the DOE calendar with your personal calendar at any time, to see both calendars in one view. Right-Click on the NYCDOE Calendar Tab and select “Overlay”.