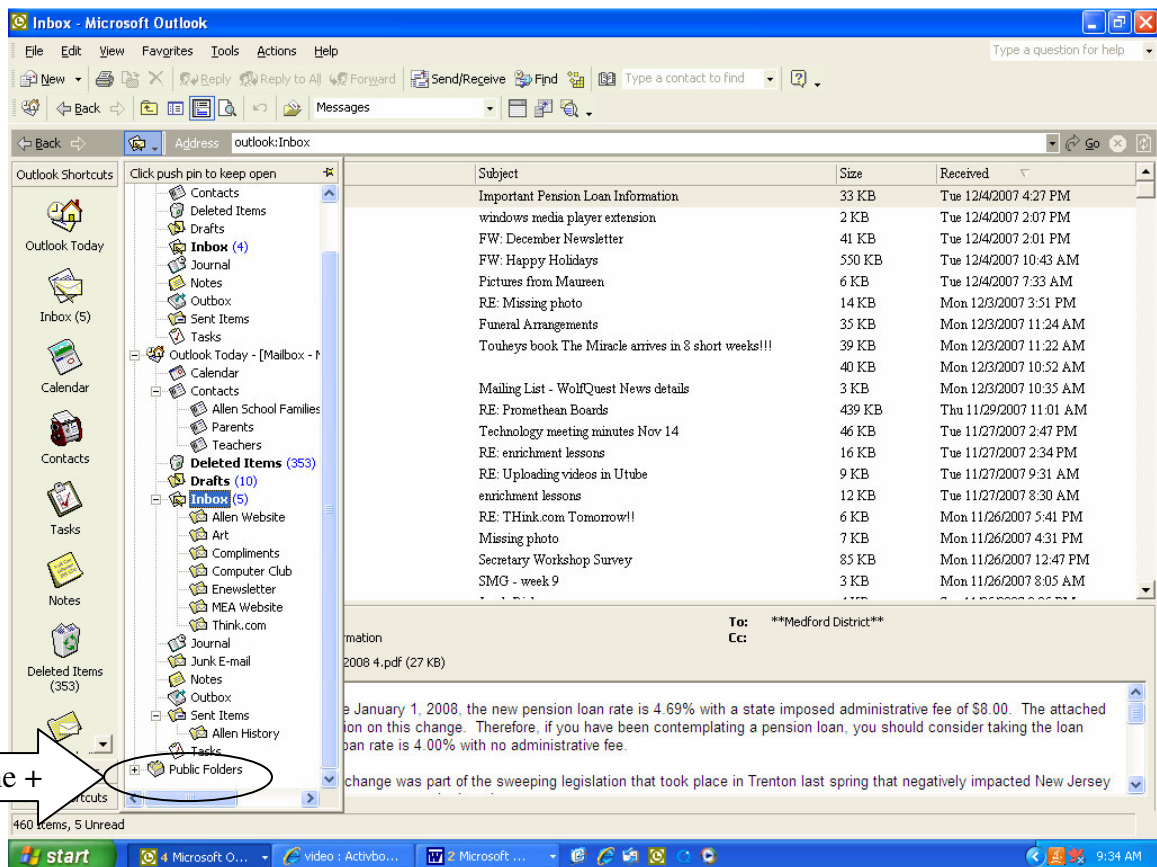


Retrieving the Monthly Outlook Calendar

1. Open Outlook.
2. Click on the icon located next to the address bar. See picture below.

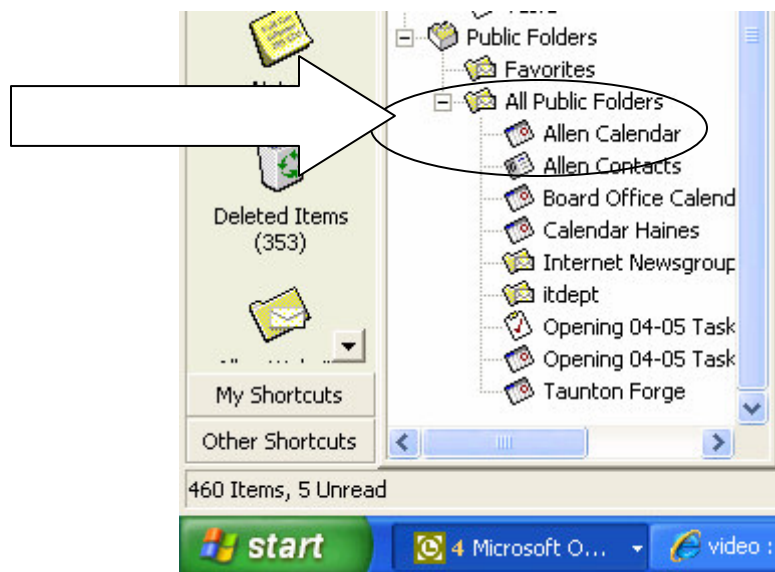


3. Next, when you click on this icon a menu will appear below it. Find the words “Public Folder”. Next to the words “Public Folder” is a plus sign. You will need to click on the “+” to open a menu under public folders. (See picture below)



4. When you click on the “+” sign another small menu will pop up under “Public Folders.” Find the words, “All Public Folders” and click on the “+”.

Another menu will pop up under that and you should see “Allen Calendar”. Double Click on the words, “ Allen Calendar” to open it up. (See picture below)



Hope this helps☺ Let me know if you have any other questions.