- 1. Log into your Outlook Account
- 2. On the lefthand menu bar, click the calendar icon:



3. From the top menu bar, choose "Add Calendars+"



- 4. From the dropdown menu, choose "From Address Book"
- 5. In the search bar, type "registrar" and hit Enter.

Select Name: Offline Glob	al Address List					\times
Search: • All columns) Name only	A	Address Book:			
	→ ×		Offline Global Address Lis	t - 🖛 @washci 🗸	Advanced F	ind
Name	Title		Business Phone	Location	Department	Em

6. You may be given two options for Registrar's Office. <u>Double click</u> the one with the person icon (highlighted here). The email address should be <u>registrar@washcoll.edu</u>. Then hit OK.

eqistrar	→ ×	Search Results - Offline Global Address List V				
Name	Title	Business Phone	Location	Department	E	
2 A 11 - 11 1 m	Registrar			REG		
	Registrar			REG		
	Registrar			REG		
Registrar's Office						
Registrar's Office						

7. On the lefthand side, you'll now see that the Registrar's office calendar is visible. You can toggle it on and off by clicking on it if you ever need to check deadlines or upcoming academic dates.