How to Add the Registrar's Office Calendar (Web Version)

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



3. Click where it says "Add Calendar"



4. Click "Add from Directory," then click on the arrow to bring up the drop down menu. The only email that comes up will be your own email. Click your own email.

	😌 Washington College	Outlook	Q Search			
-	Add calendar	Add from directory				
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88	 Edit my calendars Create blank calendar 					
	නී Add from directory					
	💬 Subscribe from web					
	D Upload from file					
	C9 Looking for additional calendars? Yes No					

5. Where it says "Enter a name or email address," start typing in "Registrar" and select "Registrar's Office – <u>registrar@washcoll.edu</u>" from the dropdown menu.

Please select an account to search from:	
sortiz2@washcoll.edu 🗸	
Select a person, group, or resource from y	our organization's directory to view the associated calendar.
Enter a name or email address	
Add	

6. Click "Add," then click X to get out of the menu.

Add from directory	
Please select an account to search from:	
sortiz2@washcoll.edu \vee	
Select a person, group, or resource from your organization's directory to view the associa	ted calendar.
RO Registrar's Office X	
Add to	
People's calendars	
Add	

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.

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