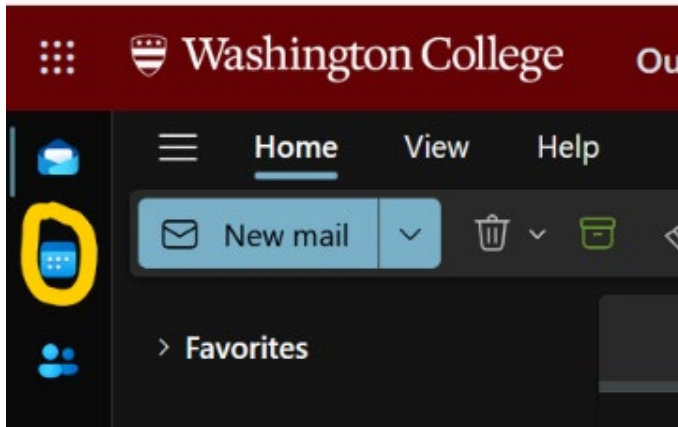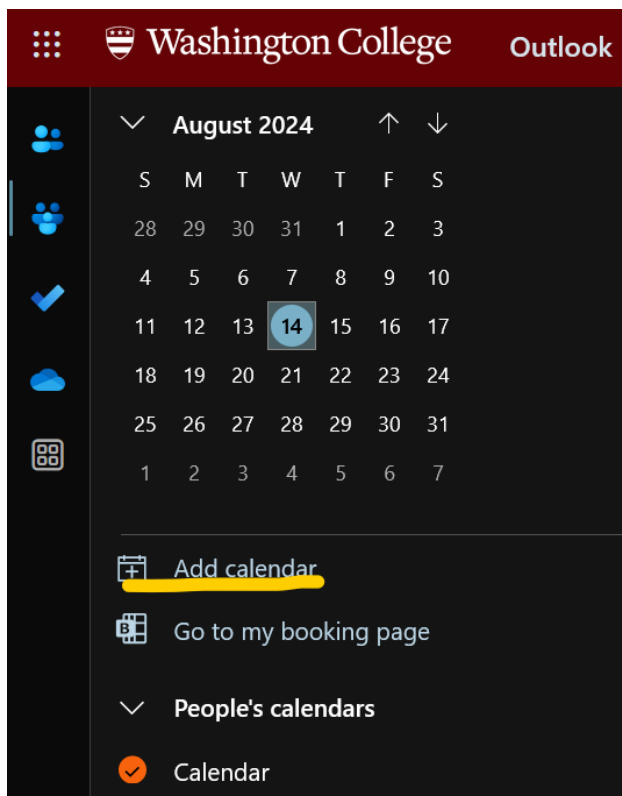# How to Add the Registrar's Office Calendar (Web Version)
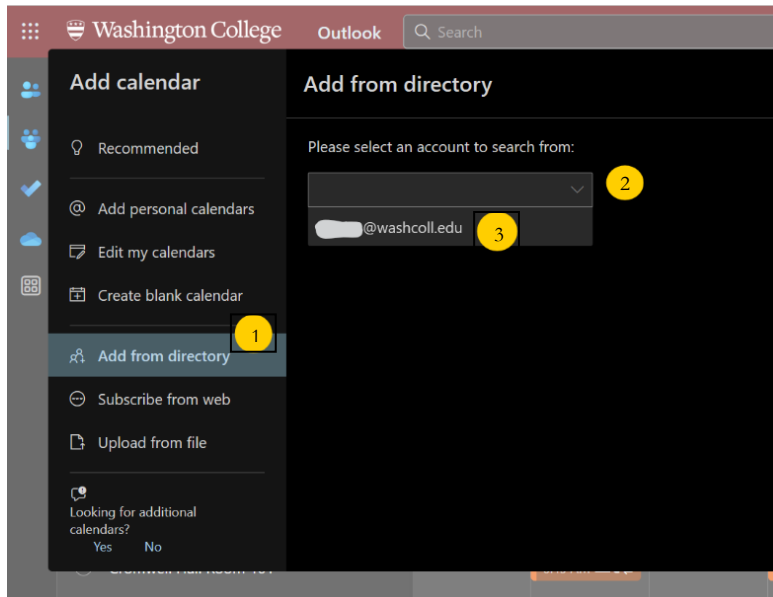
1. Log into your Outlook Account

2. On the lefthand menu bar, click the Calendar icon:
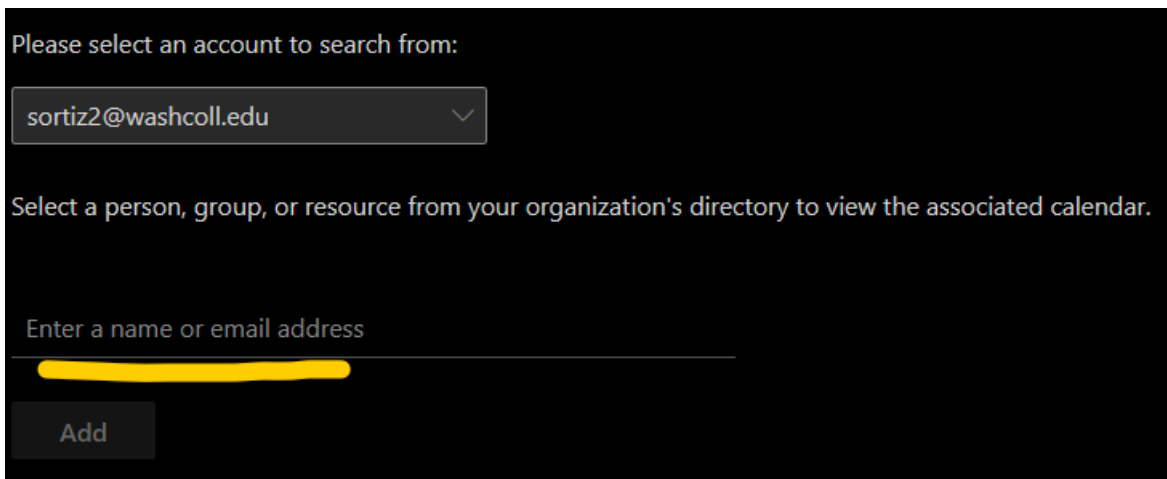

3. Click where it says "Add Calendar"

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.

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

6. Click "Add," then click X to get out of the menu.
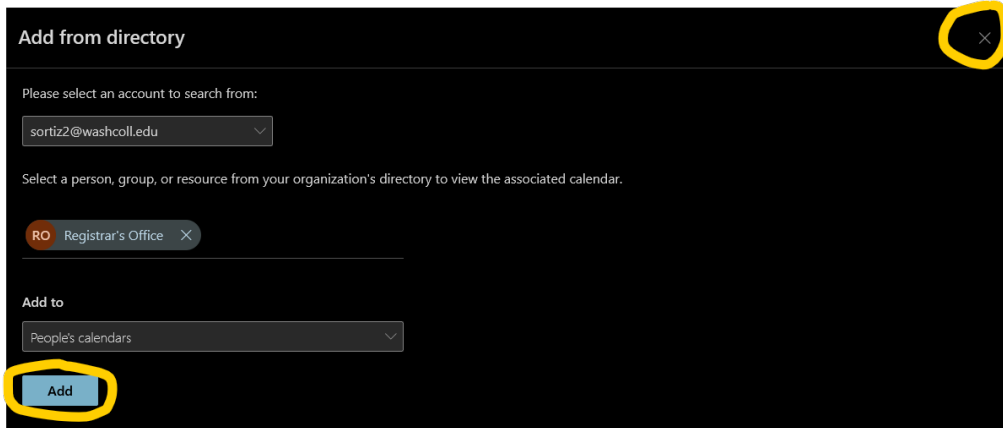
7. On the lefthand side, you'll now see that the Registrar's Office calendar is visible. You can toggle it on and off by clicking on it if you ever need to check deadlines or upcoming academic dates.