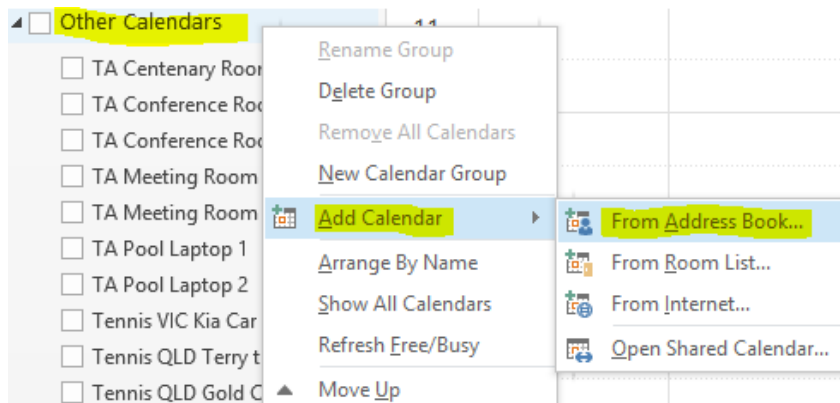
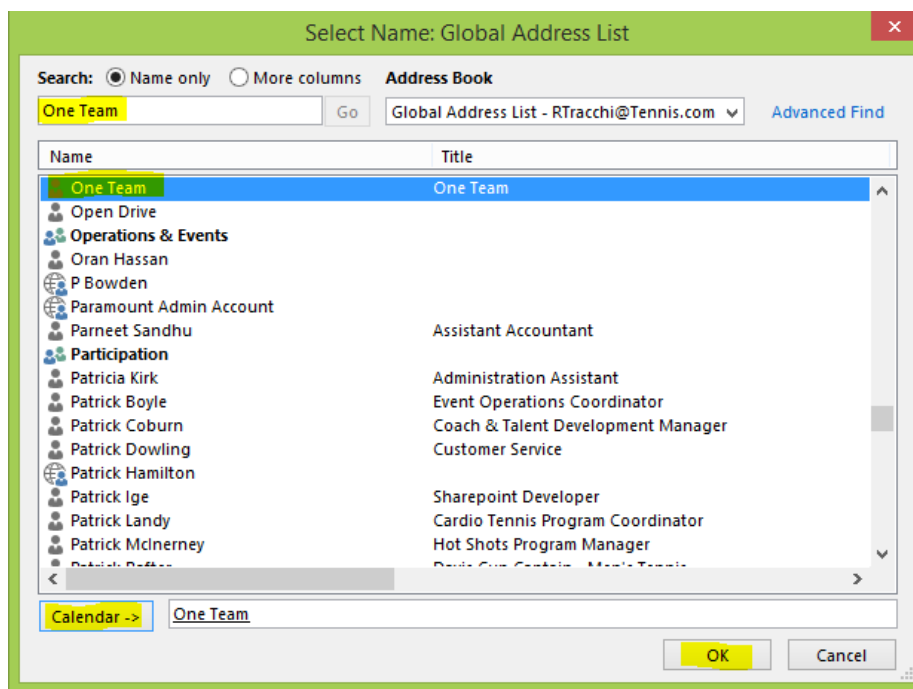


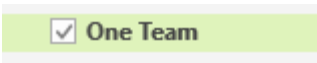
1. Open Outlook and go to **Calendar**
2. Right Click on **Other Calendars** > **Add Calendar** > **From Address Book...**



3. Type in **One Team** > Click **Calendar** > Click **OK**



4. The Calendar will now appear in your **Other Calendars** Section. To view it make sure it is ticked.



5. To copy items to your personal calendar, simply copy and paste, or drag and drop the sessions from the ONETeam Calendar.

In the ONE Team Calendar, hold down the 'SHIFT' key, select all workshop sessions and press 'CTRL C' to copy sessions. Then in your personal calendar, select correct date and press 'CTRL V' to paste in to your personal calendar.

For Mac users, please use short cut 'COMMAND C' to copy, and 'COMMAND V' to paste.