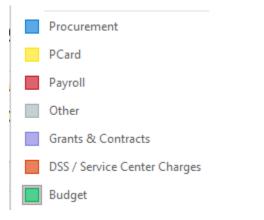
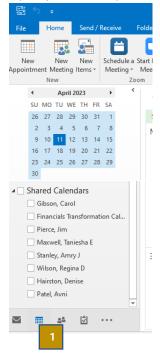
## Accessing the Closeout and AFR Calendar

**Instructions are provided below** on how to access the calendar in both the **Desktop Outlook and Web based Outlook app versions**. Either way of access offers the following categories when the calendar is the primary in view:

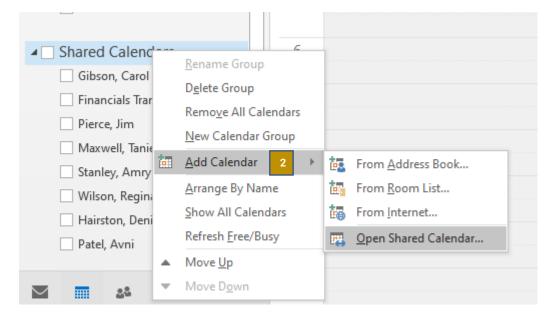


## **Desktop Instructions**

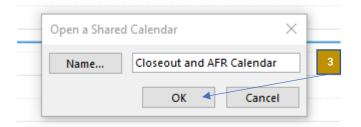
1. Open your desktop Outlook app and navigate to the Calendar section.



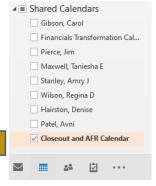
2. Right Click on Shared Calendars, and select Add Calendar > Open Shared Calendar



3. Type in the Name "Closeout and AFR Calendar" and click OK



4. The calendar is now viewable if it is checked in the Shared Calendars section on the left toolbar.



## Web Instructions

- 1. Log into your GT email at mail.gatech.edu via a web browser and select the calendar section.
- 2. On the task bar to the left of your calendar, select the Add calendar link.

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	Home View Help							
	E New event V	Day 🗸 🖻 Work week 💷	Week Month B	oard 🗸 🗍 Split view 📑	🗄 Filter 🗸 🙆 Share 🥃	D Print		
89	$\vee$ April 2023 $\uparrow$ $\downarrow$	Today ^ ~	April 2023 🗸					
0	S M T W T F S 26 27 28 29 30 31 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2 3 4 5 6 7 8	Mar 26	27	28	29	30	31	Apr 1
	9 10 11 12 13 14 15 16 17 18 19 20 21 22							
	23 24 25 26 27 28 29 30 1 2 3 4 5 6							
		2	3	4	5	6	7	8
	Add calendar							
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	🥝 Calendar	9	Apr 10 💬 48°	11 🗇	12 🗇	13 🤤	3 14 ○	15
	Show all							
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	May 1	2	3	4	5	6

- 3. Select the "Add from directory" option
- 4. Select your email account to search from.
- 5. Enter "Closeout and AFR Calendar" in the search bar and click on the result

Add calendar	Add from directory	×
♀ Recommended	Please select an account to search from:	
Edit my calendars	✓ 4	
🗄 Create blank calendar	Select a person, group, or resource from your organization's directory to view the associated calendar.	
නී Add from directory 3	closeout	
Subscribe from web	Closeout and AFR Calendar 5	
D Upload from file	Top 1 results	
<b>A</b>		

6. Select Add to "My Calendars" and then click Add

Add calendar	Add from directory				
♀ Recommended	Please select an account to search from:				
<ul> <li>Edit my calendars</li> <li>Create blank calendar</li> </ul>	Select a person, group, or resource from your organization's directory to view the associated calendar.				
ନ୍ଧି Add from directory	C Closeout and AFR Calendar $\times$				
⊖ Subscribe from web					
Upload from file	Add to My calendars				
	Add				

7. The calendar is now viewable if it is checked in the "My calendars" section on the left toolbar.

	∠ Search					
	Home View Help					
	E Day V Work week Work week Month Board V Split view Filter V 🖄 Share 🕞 Print					
89	$\checkmark$ April 2023 $\uparrow$ $\downarrow$	Today < > April 10–14, 2023	~			
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	2 3 4 5 6 7 8	Apr 10 Mon	11 Tue			
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		2 PM				
	🗄 Add calendar					
	$\checkmark$ My calendars	3 PM				
	✓ Calendar	4 PM				
	Closeout and AFR Calendar 7					
		5 PM				