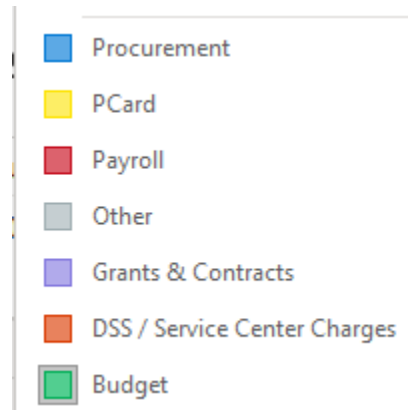


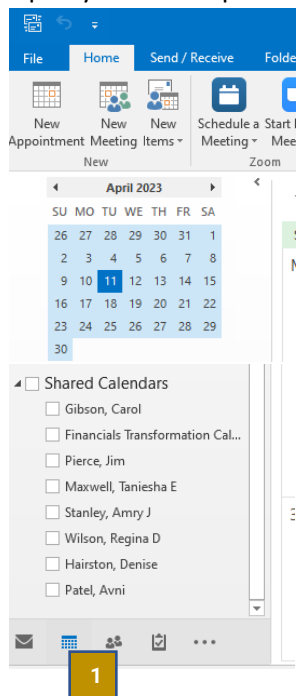
Accessing the Closeout and AFR Calendar

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:

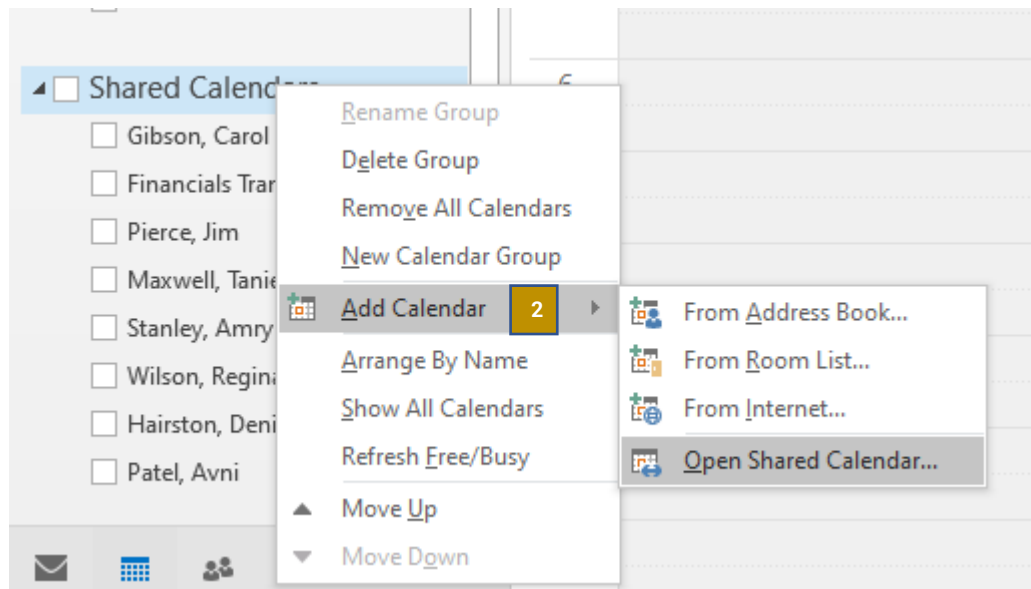


Desktop Instructions

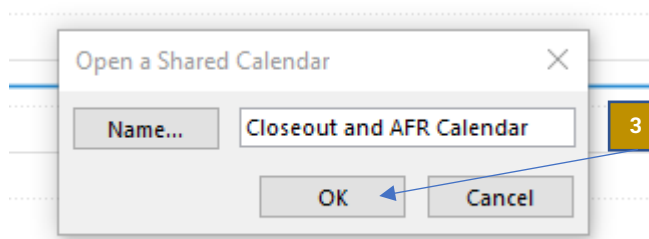
1. Open your desktop Outlook app and navigate to the Calendar section.



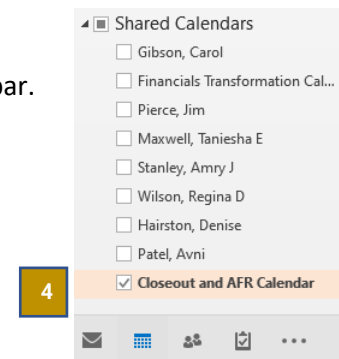
2. Right Click on Shared Calendars, and select Add Calendar > Open Shared Calendar



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

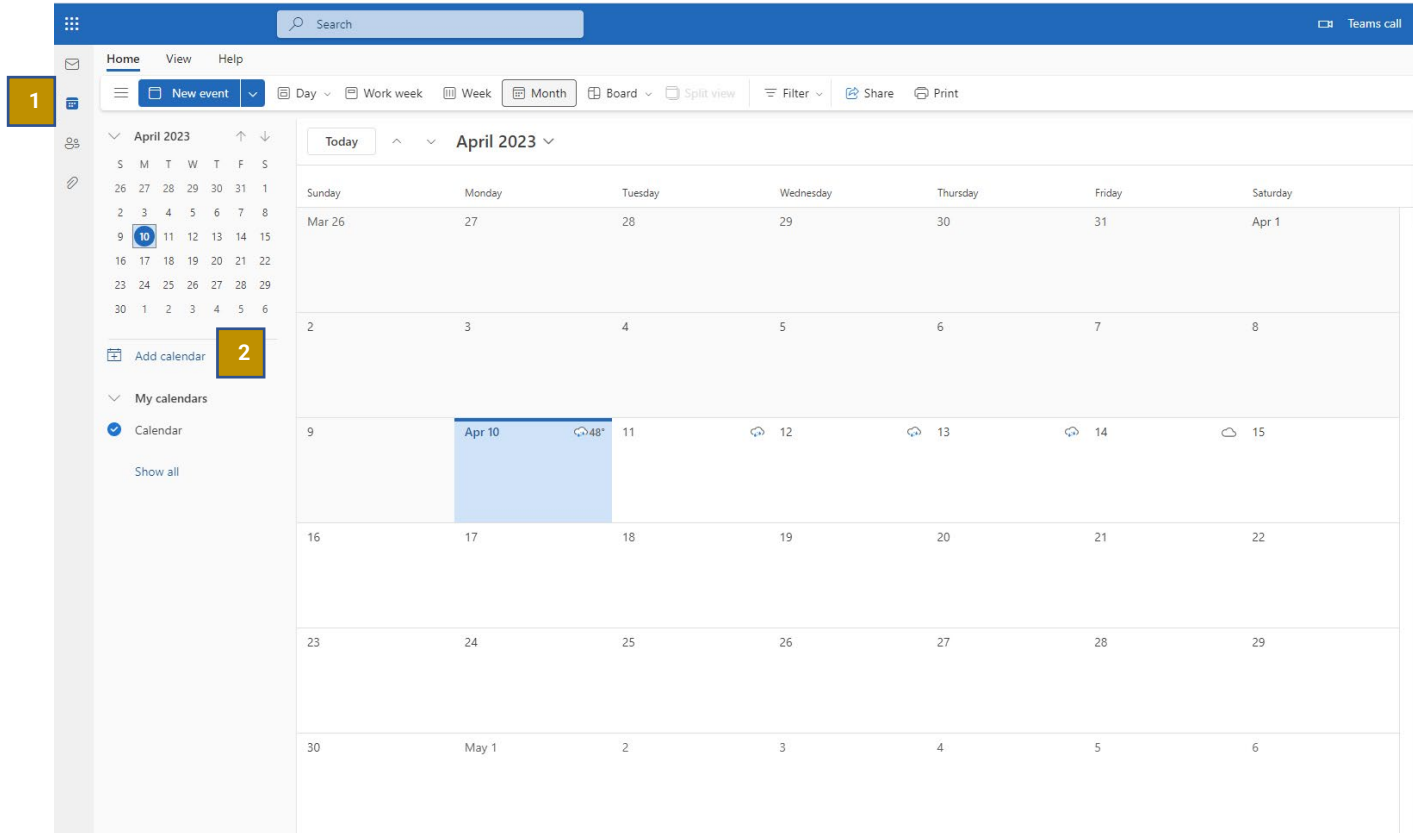


4. The calendar is now viewable if it is checked in the Shared Calendars section on the left toolbar.

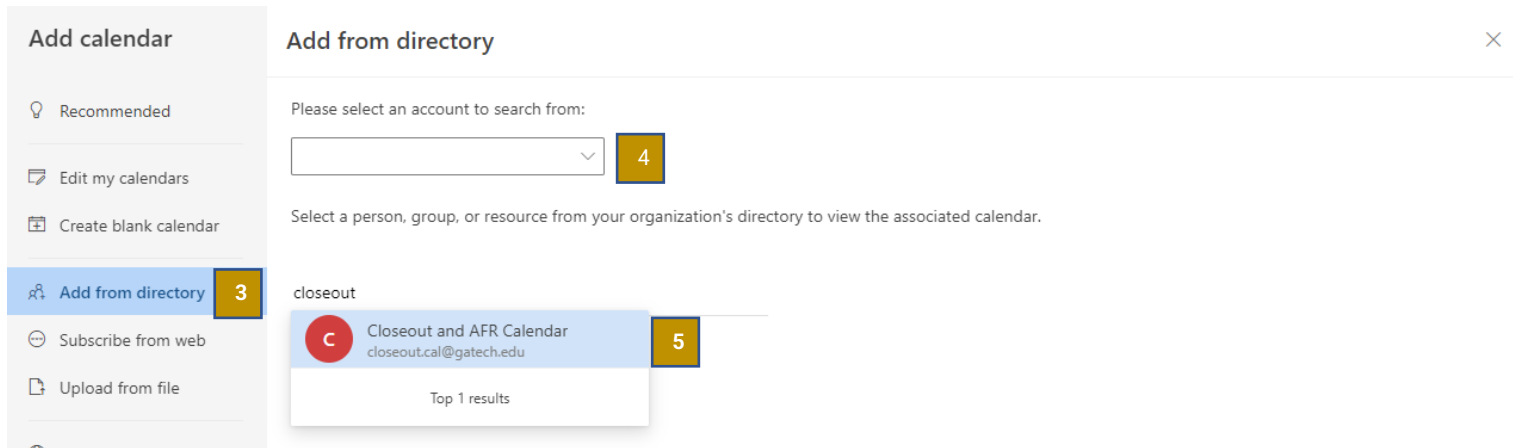


Web Instructions

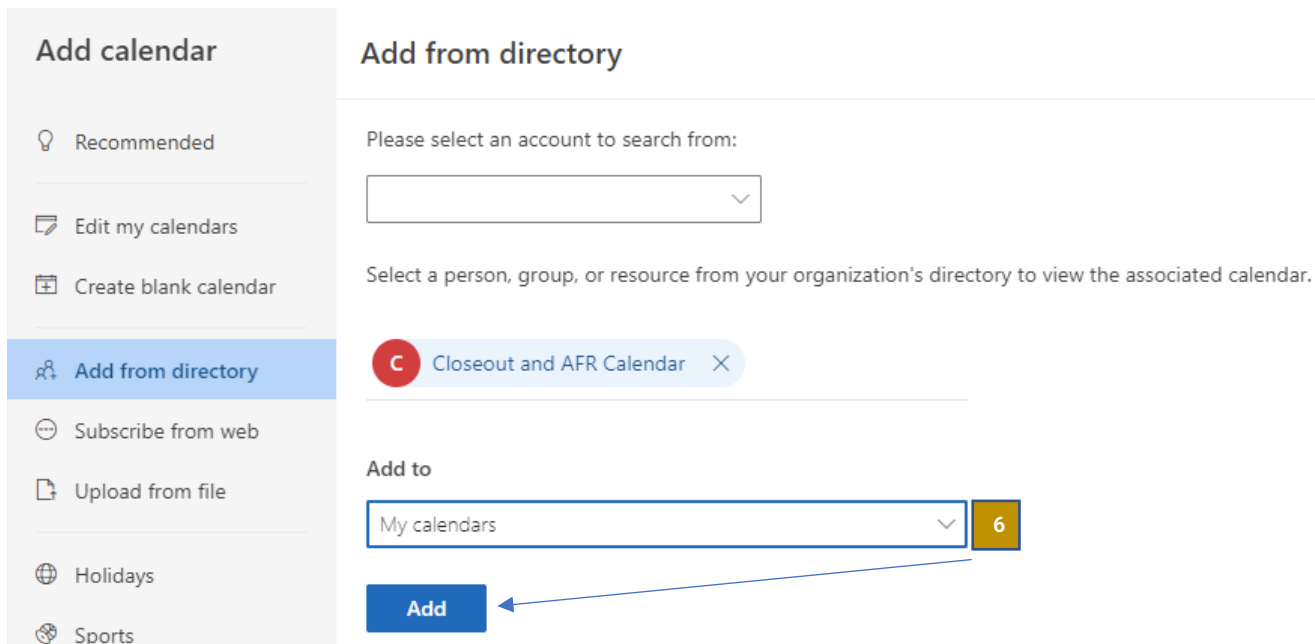
1. Log into your GT email at mail.gatech.edu via a web browser and select the calendar section.
2. On the task bar to the left of your calendar, select the Add calendar link.



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



6. Select Add to “My Calendars” and then click Add



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

The screenshot displays the Microsoft Teams calendar interface. On the left sidebar, under the 'My calendars' section, the 'Calendar' option is checked, and the 'Closeout and AFR Calendar' option is unchecked. A yellow box with the number 7 highlights the 'Calendar' checkbox. The main calendar view shows a weekly layout for April 10-14, 2023. The 'Calendar' is visible, showing a blue bar for the day of April 10th. The 'Closeout and AFR Calendar' is not visible.