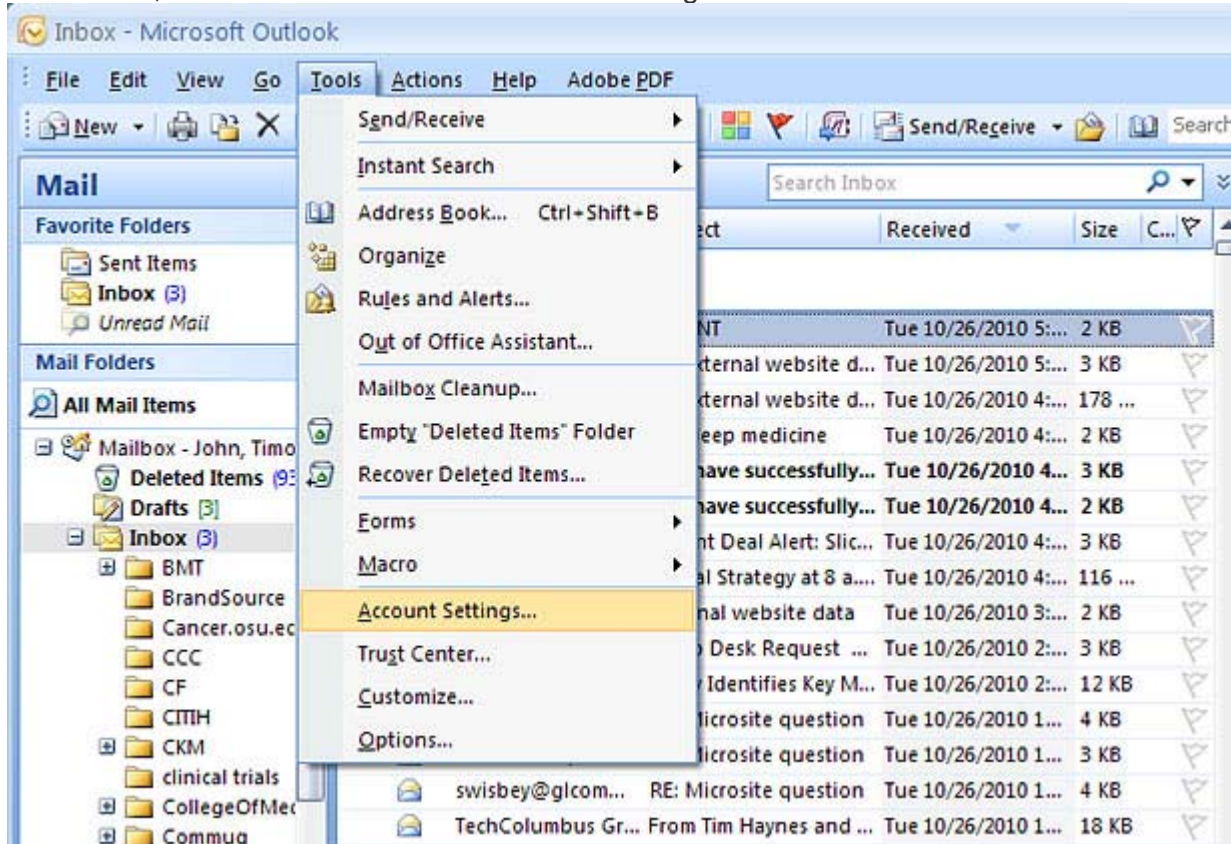


How to Add the Master Calendar to Outlook 2010

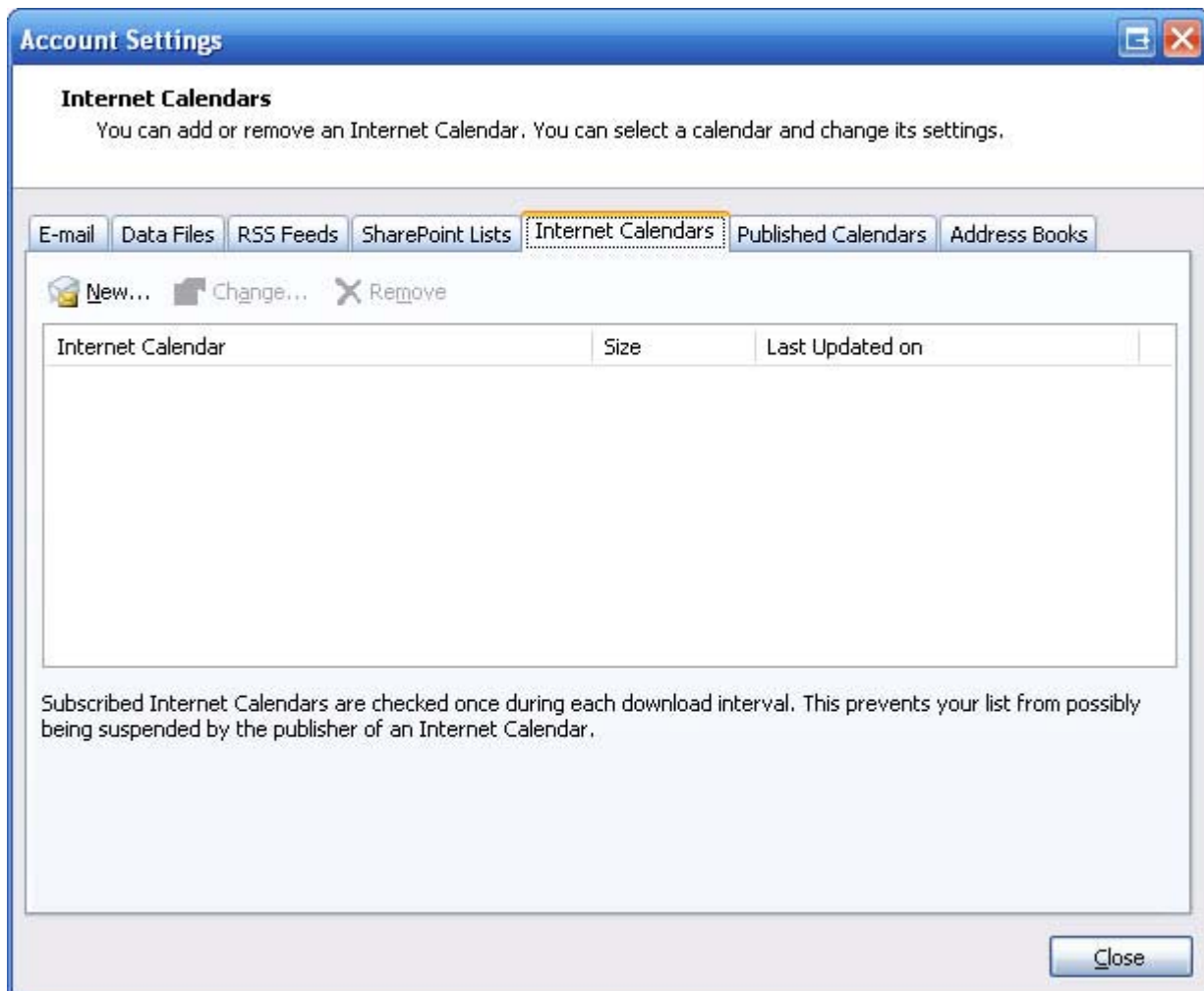
An iCal feed is a common technique used for sharing calendars among software that supports a standard calendar format.

To add an iCal feed in Outlook, follow these instructions:

In Outlook, Choose "Tools" and "Account Settings"



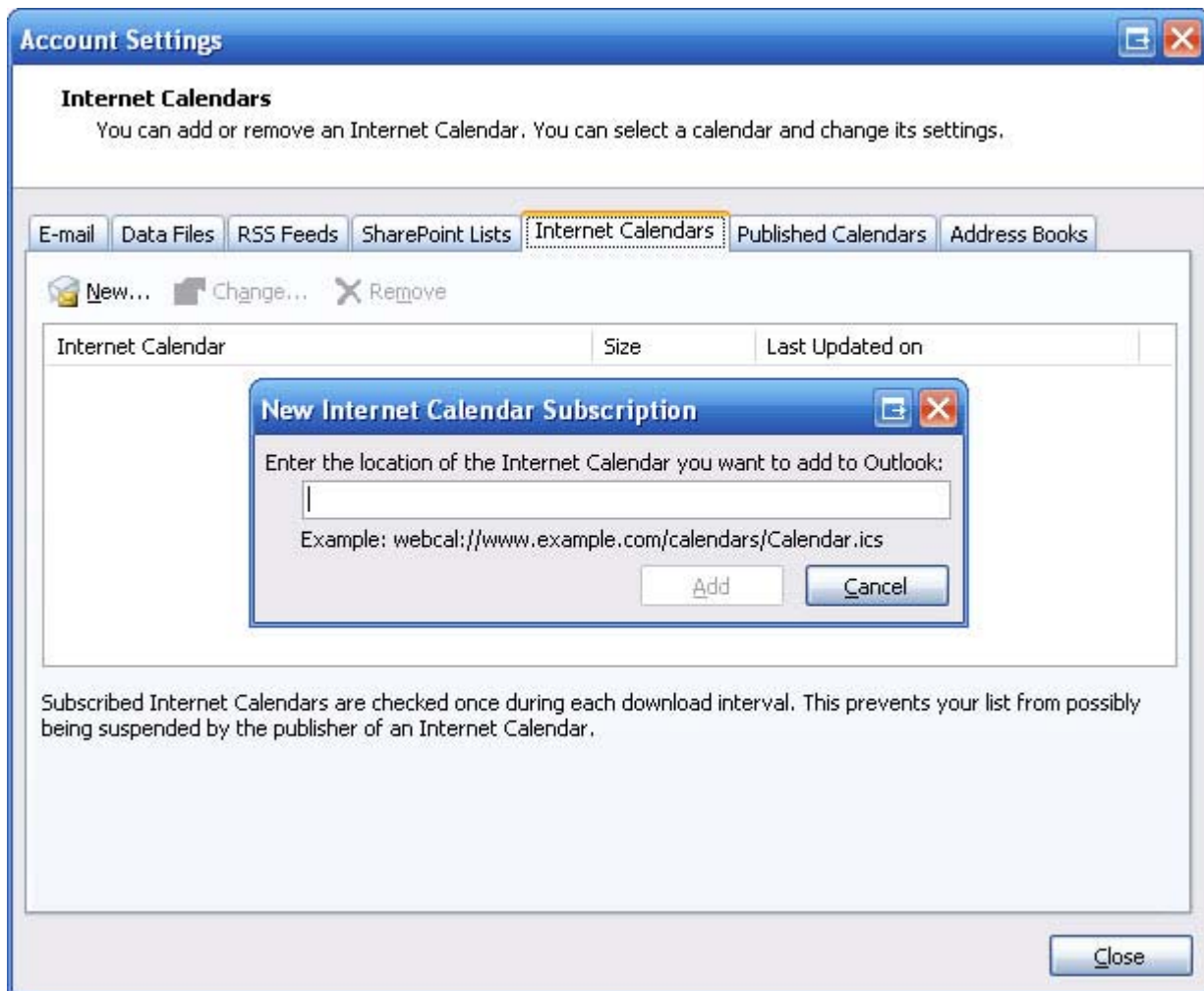
In the dialog box that appears, click on the "Internet Calendars" tab.



Click on the "New" link and paste

http://www.calendarwiz.com/CalendarWiz_iCal.php?crd=biotech

into the field.



Click "Add" when finished and enter a custom name for this new calendar if you want.

Click "OK" when finished.

Click on your regular "Calendar" link in Outlook to view your default calendar. This new calendar should now be available in addition to your default calendar and can be viewed as an overlay to your default calendar or side-by-side.