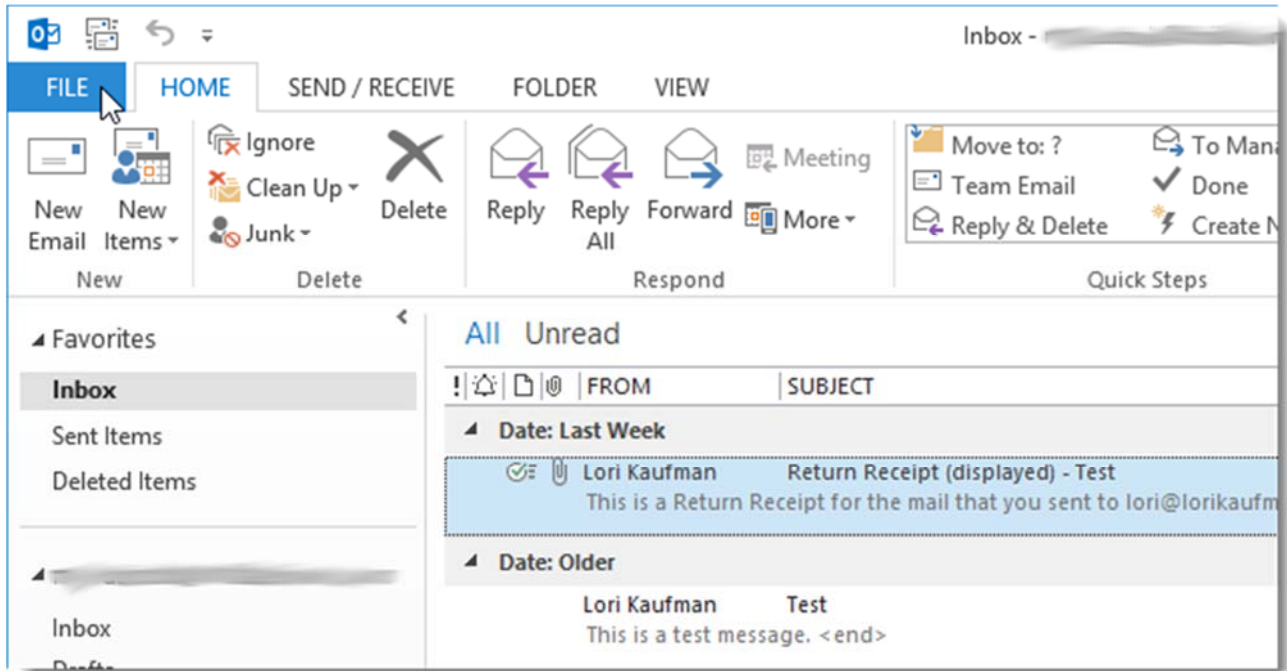
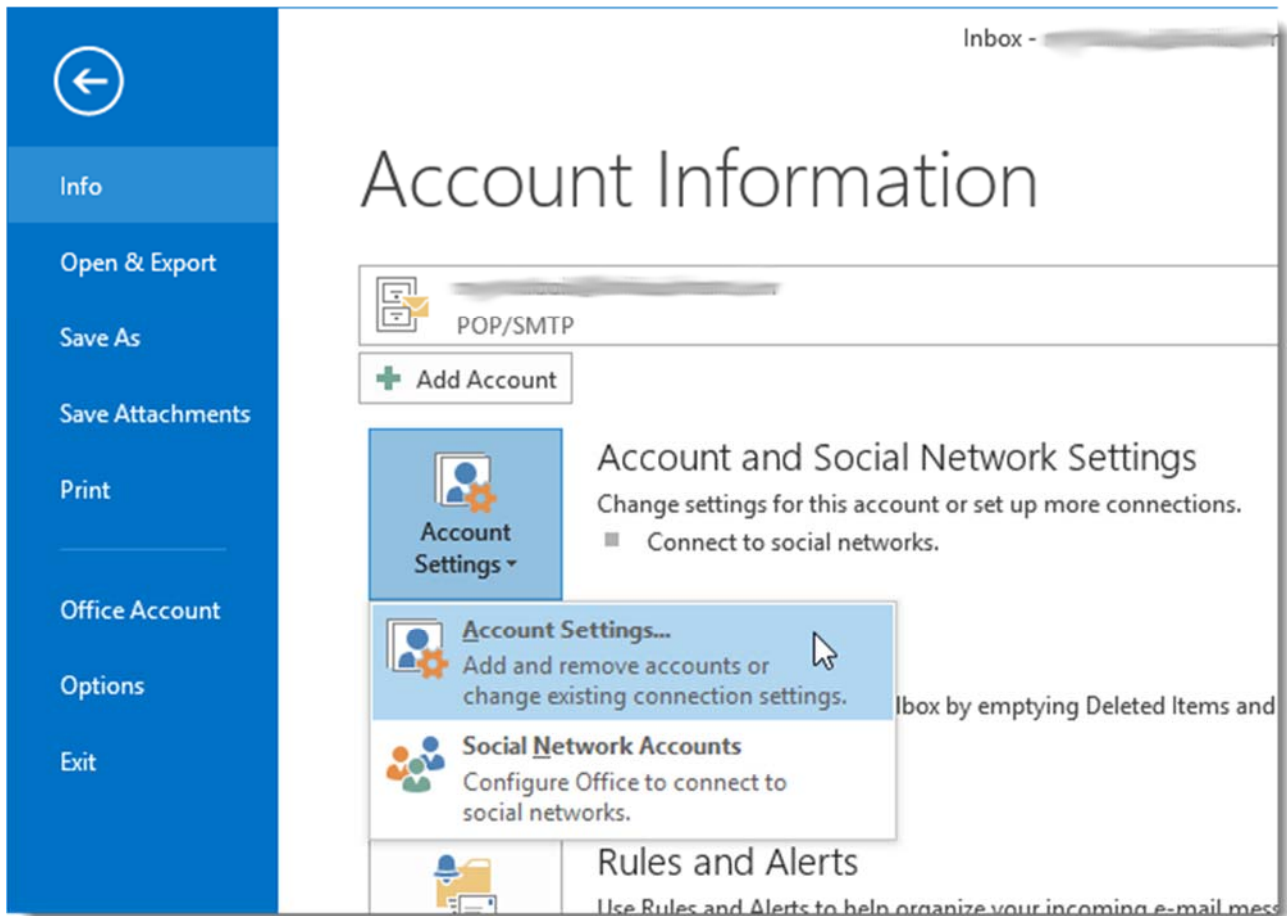


How to Add the Master Calendar to Outlook 2013

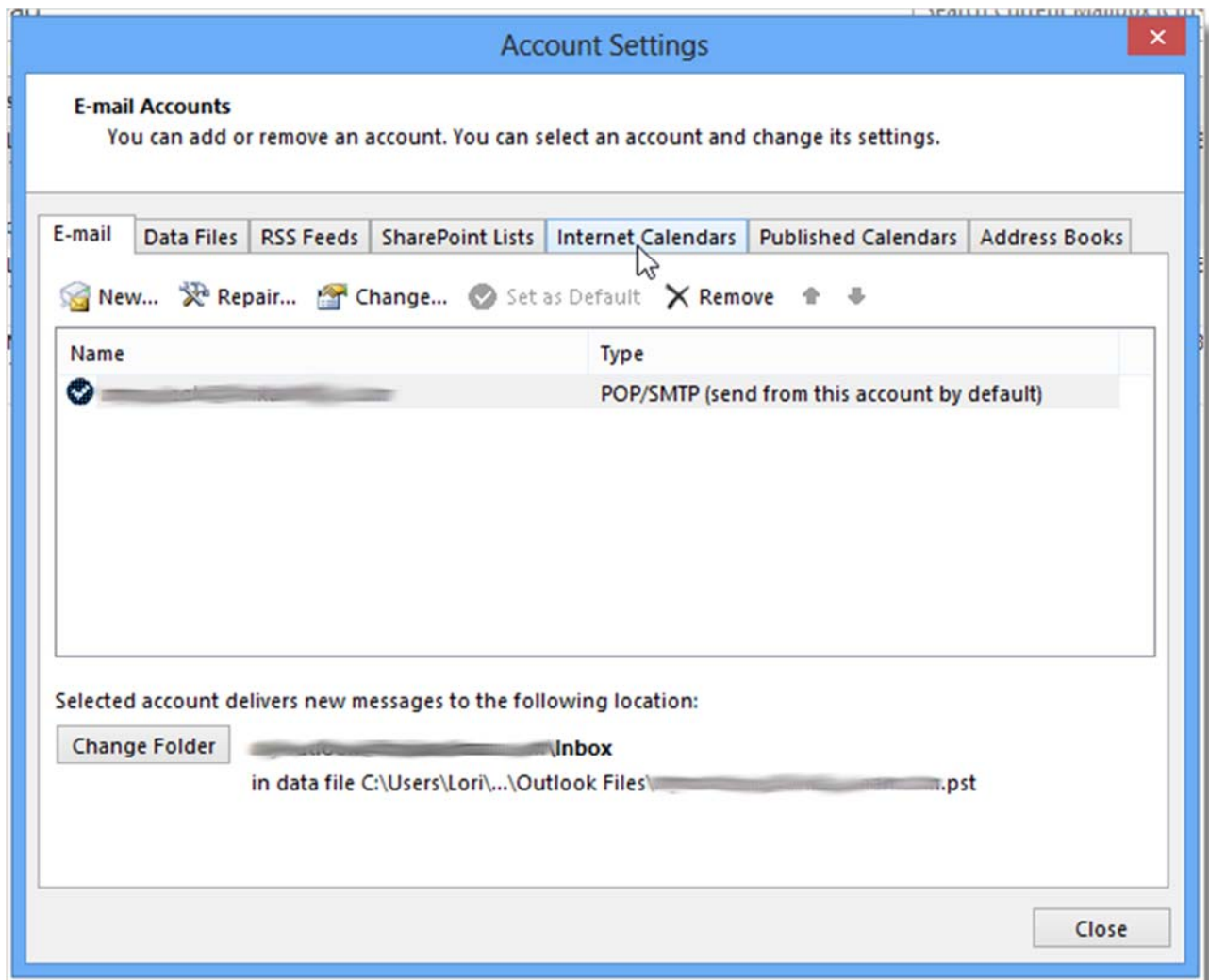
Open Outlook and click the File tab.



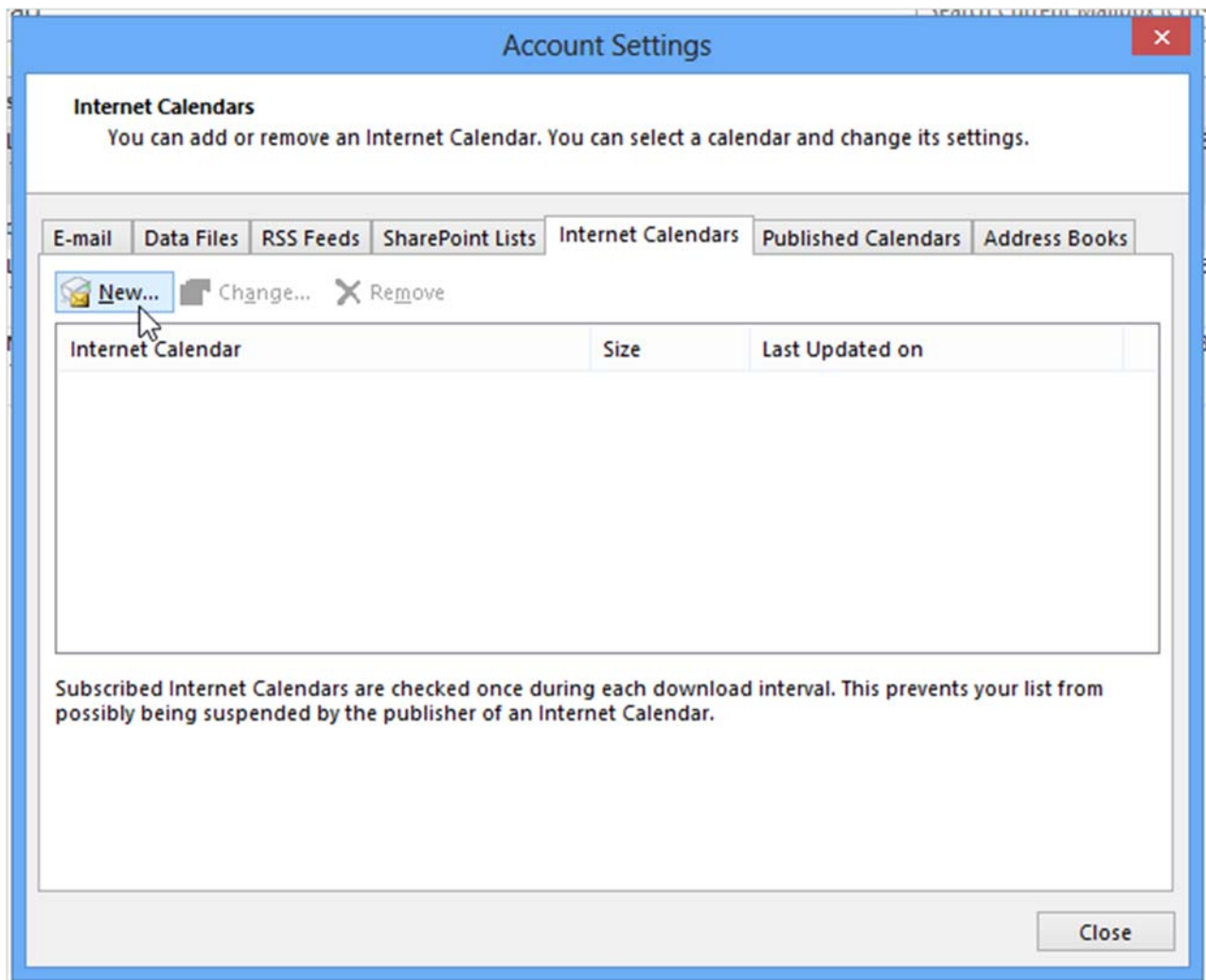
Click the Account Settings button on the Account Information screen and select Account Settings from the drop-down menu.



On the Account Settings dialog box, click the Internet Calendars tab.



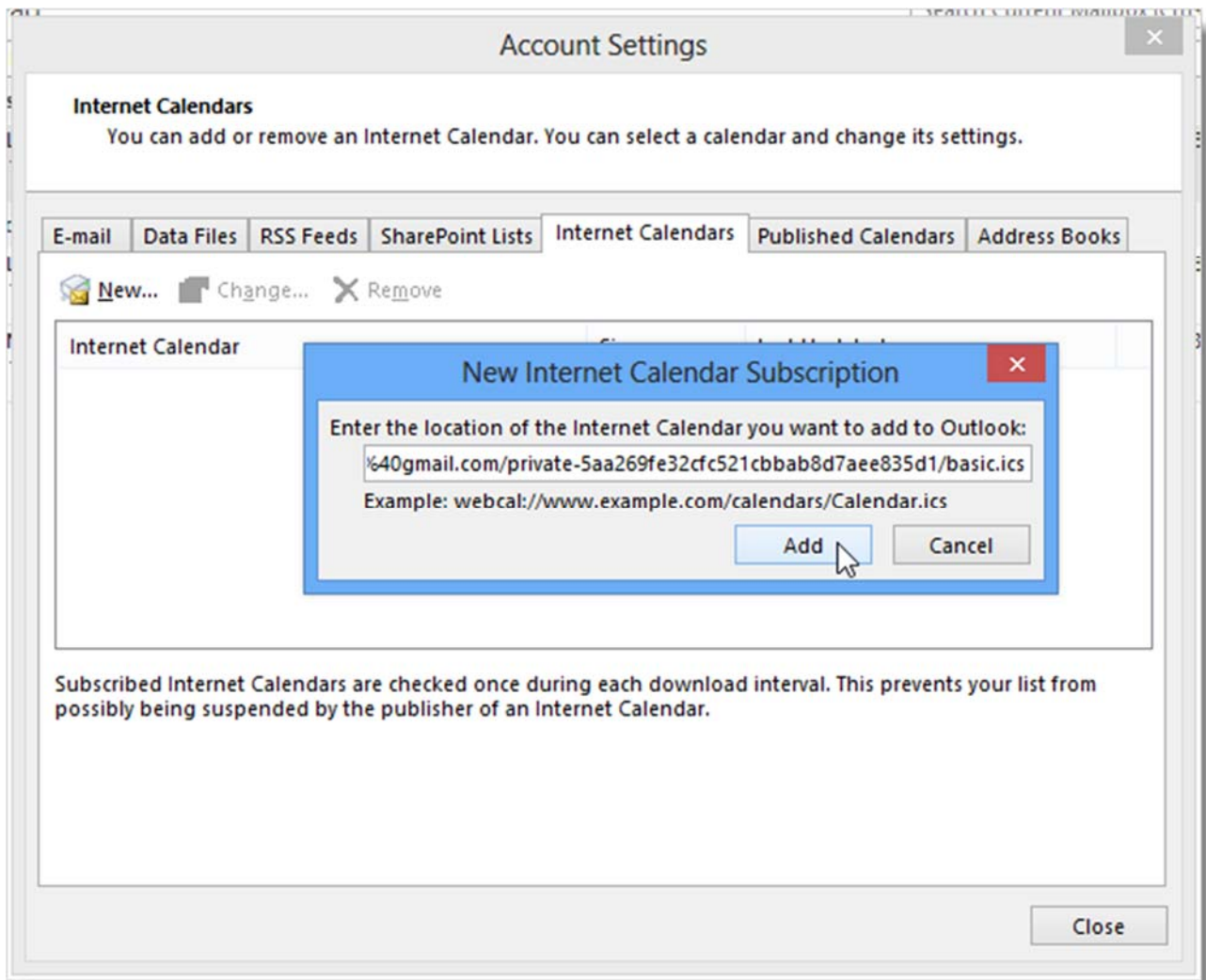
On the Internet Calendars tab, click New.



The New Internet Calendar Subscription dialog box displays. In the edit box on the dialog box, paste the URL below


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

Click Add.



The Subscription Options dialog box displays with the URL displayed as the Location. Enter a title for the calendar, if desired, in the Folder Name edit box. You can also enter an optional Description. The check box under Update Limit is automatically checked by default. We left that setting as is. Click OK to accept your changes and close the dialog box.

Subscription Options ✕

 Use the choices below to configure options for this Internet Calendar.

General

Folder Name:

Internet Calendar:
Location:

Description:

Attachments

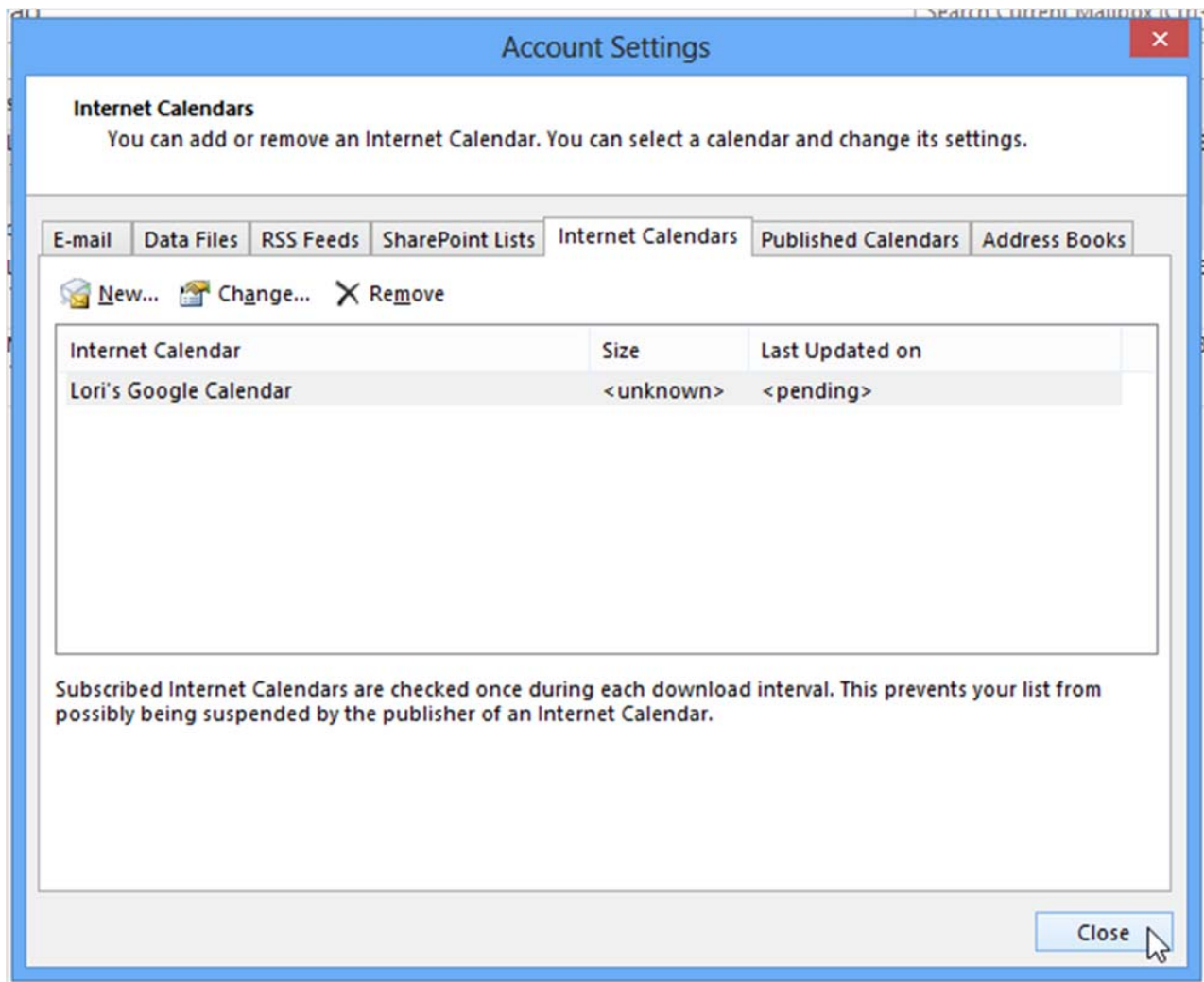
Download attachments for items in this Internet Calendar

Update Limit

Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Use the choices below to configure options for this Internet Calendar.

Your BioTECH Master Calendar is added to the list of Internet Calendars on the Account Settings dialog box. Click Close on the dialog box to close it.



The pane on the left side of the screen now lists your BioTECH Master Calendar in addition to your Outlook Calendar. If you select your BioTECH Master Calendar under Other Calendars in addition to the Outlook Calendar under My Calendars, both calendars are displayed side by side.

Calendar - [User Name]

FILE HOME SEND / RECEIVE FOLDER VIEW

New Appointment Meeting Items New Lync Meeting Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Manage

August 2013

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	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	7	8	9	10	11	12

My Calendars

- Calendar

Other Calendars

- Lori's Google Calendar

August 2013

SUN	MON	TUE	WED	THU	FRI
Jul 28	29	30	31	Aug 1	2
4	5	6	7	8	9
Previous Appointment	12	13	14	15	16
19	20	21	22	23	