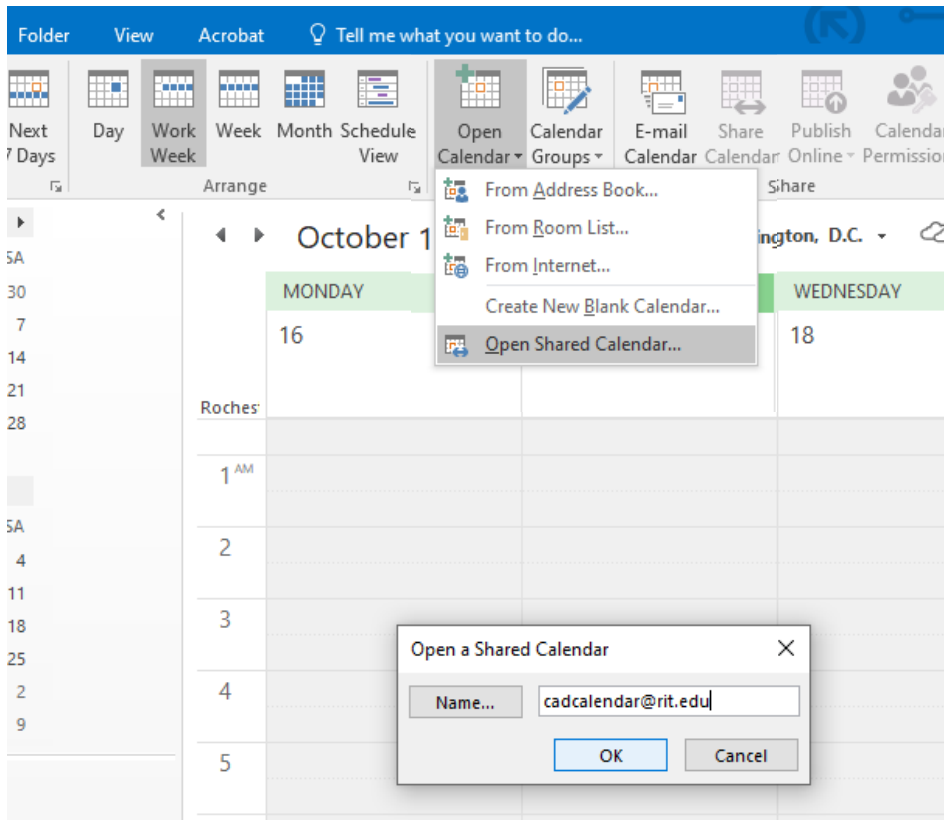


How to Access the CAD Calendar

★ **To access the CAD Calendar via Outlook:**

To add the calendar as a shared calendar in your outlook:

1. Go to your outlook calendar
2. Select **Open Calendar** in the toolbar
3. Select **Open Shared Calendar...**
4. Enter cadcalendar@rit.edu or click 'Name...' and find CAD College Calendar in the list
5. Click **OK** (see picture below)



★ **To view the CAD Calendar via web browser:**

Follow this link: <https://bit.ly/CADCalendarwebview>

*This method has limited capabilities to view images, but will work for non-Outlook purposes.

★ **To invite the CAD Calendar via Outlook:**

To invite the CAD calendar to an invitation you are creating in outlook:

1. Go to your outlook calendar
2. Create a new event, or open an existing event
3. 'Invite Attendees' and add CAD College Calendar cadcalendar@rit.edu

Please contact Beth Schoenfeld (baspgd@rit.edu) with any questions.