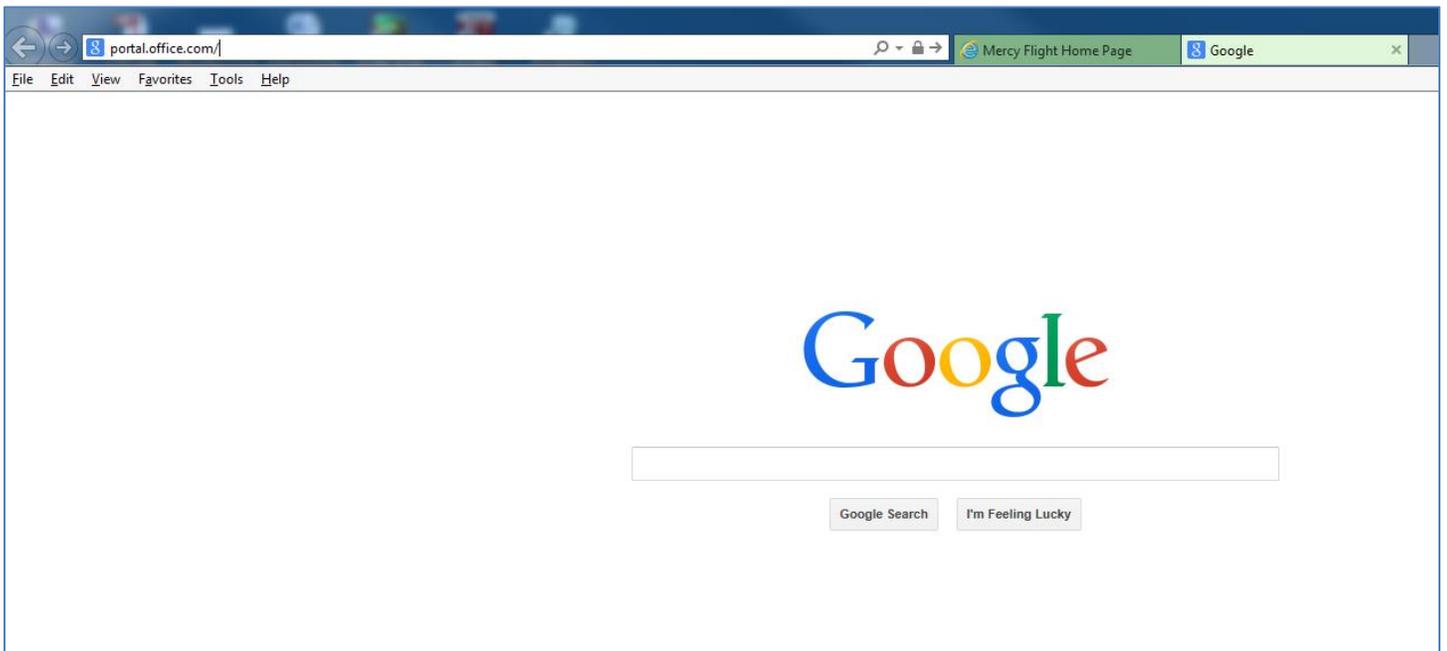
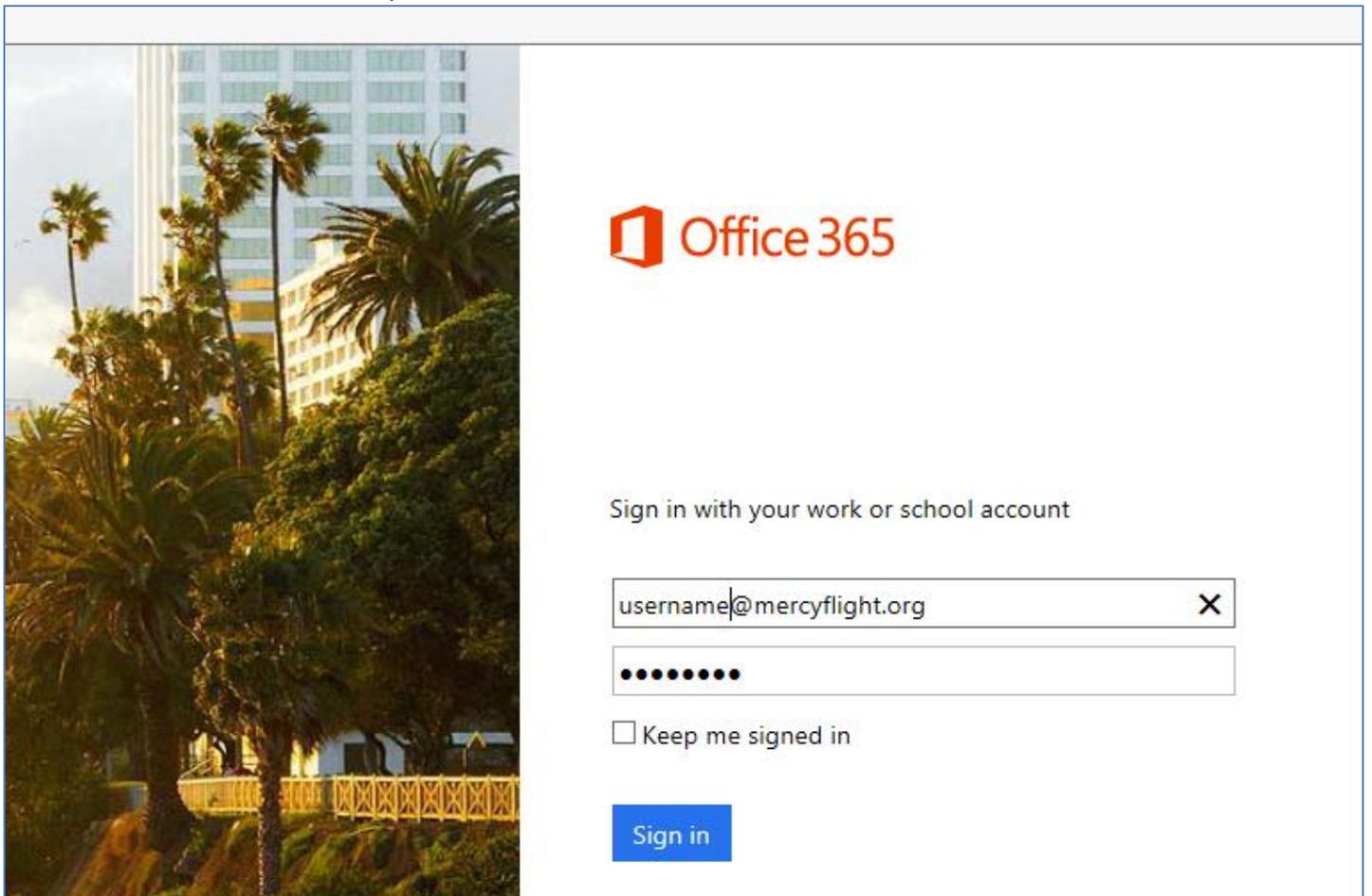


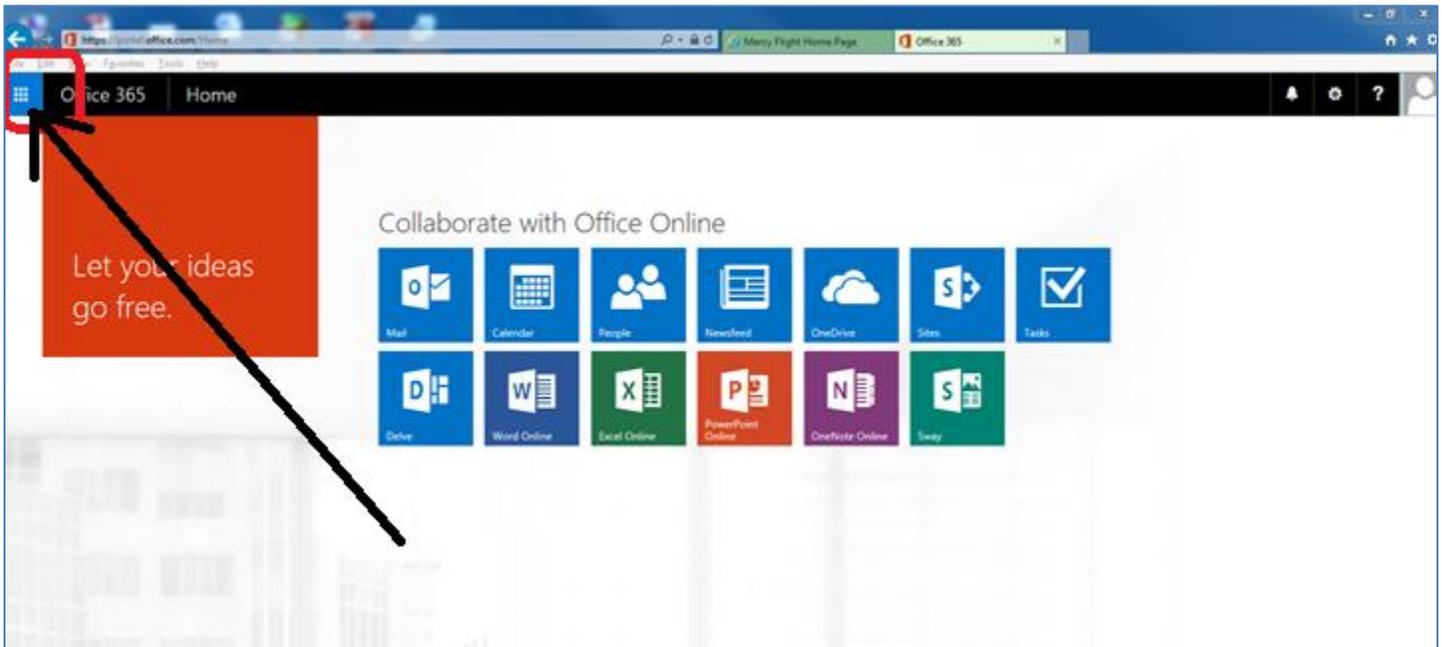
To access your mercyfligh.org email account – from any internet browser – go to portal.office.com



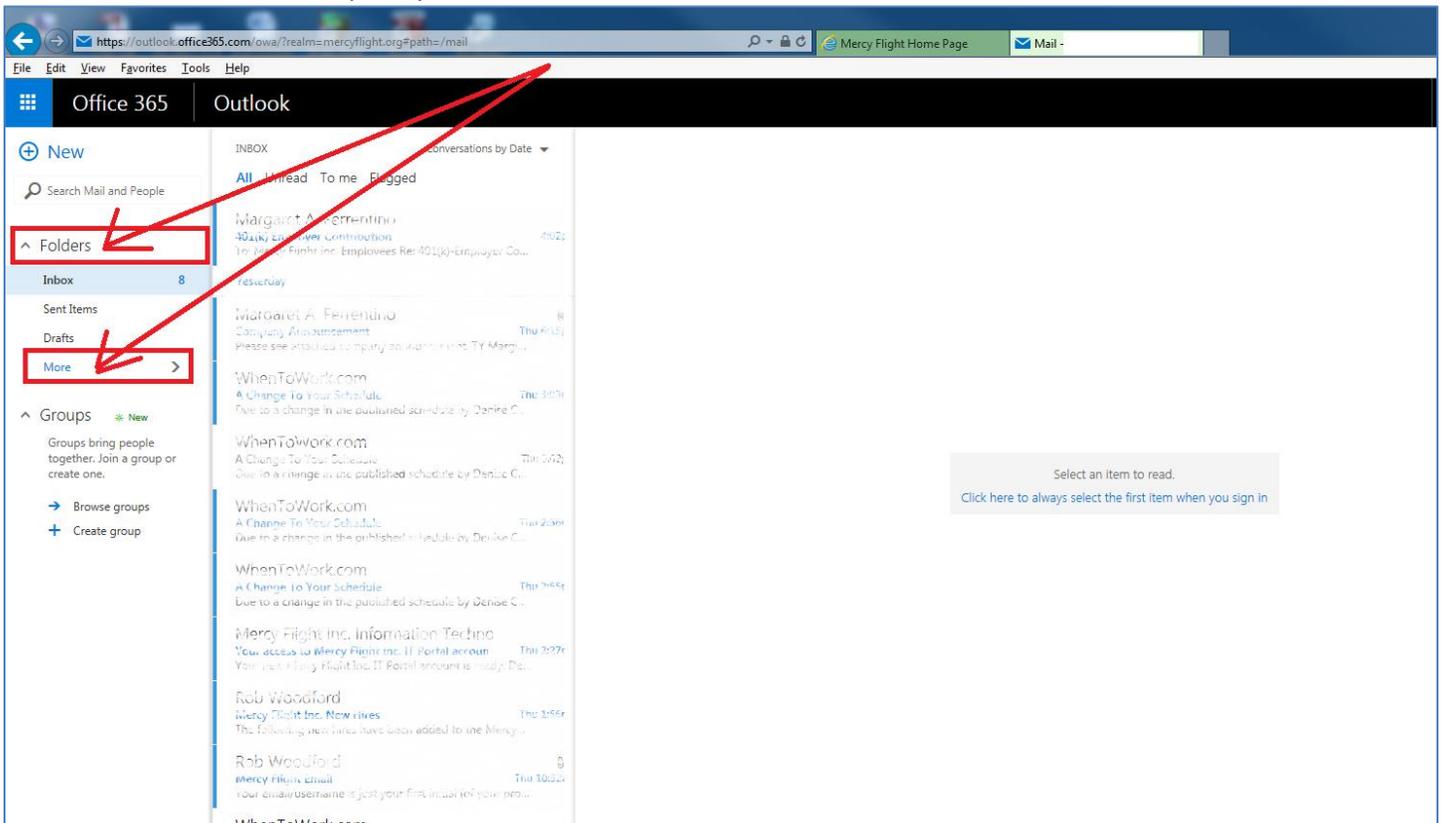
From the welcome screen – enter your full email account address.



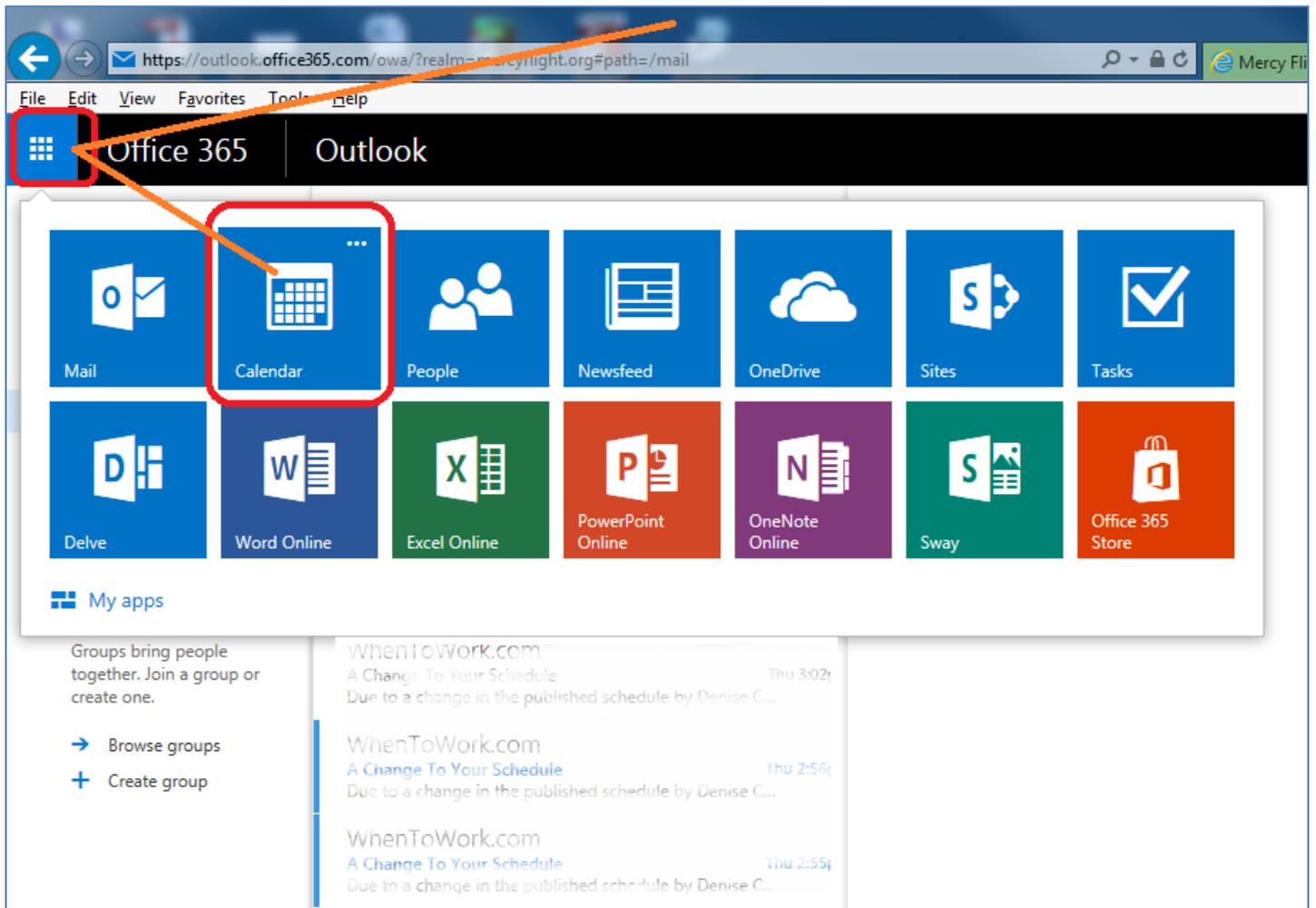
Once in – you will see a screen similar to this: These icons are the features available from Microsoft 365. From any place in Office365 – the Blue Square with the white tiles is always visible – simply click that button to bring up the feature selections. Click Mail.



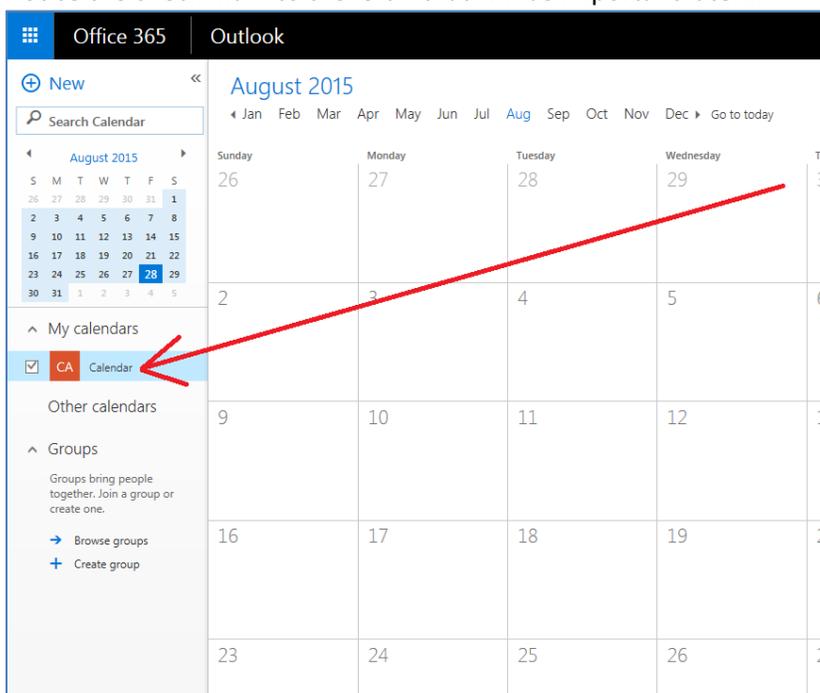
Once inside mail – on the left will be the folders tab. Click the carrot arrow (up/down) to expand the folders, as well as click the “More” button to expand your folder list.



To access your calendar – as well as the Mercy Flight Inc SHARED CALENDARS – click the features button, then Calendar.



Note – your own account calendar is always listed. It simply says “Calendar”. Notice the check mark to the left – that will be important later...



TO OPEN SHARED CALENDARS **RIGHT CLICK** IN THE SPACE NEXT TO “My Calendars”.

The screenshot shows the Outlook calendar interface for August 2015. On the left, there is a navigation pane with a search bar and a list of calendars. The 'My calendars' section is highlighted with a red box, and a red arrow points to the plus sign next to it. Below this, there is a list of calendars, including 'CA Calendar'. On the right, a context menu is open over the 'CA Calendar' entry, with a red circle around the plus sign next to 'My calendars' and a red arrow pointing to the 'Open calendar' option in the menu.

Note –
Do not click the plus “+” sign to the right of “My Calendars” – as that will simply add an additional PERSONAL calendar to your own account.

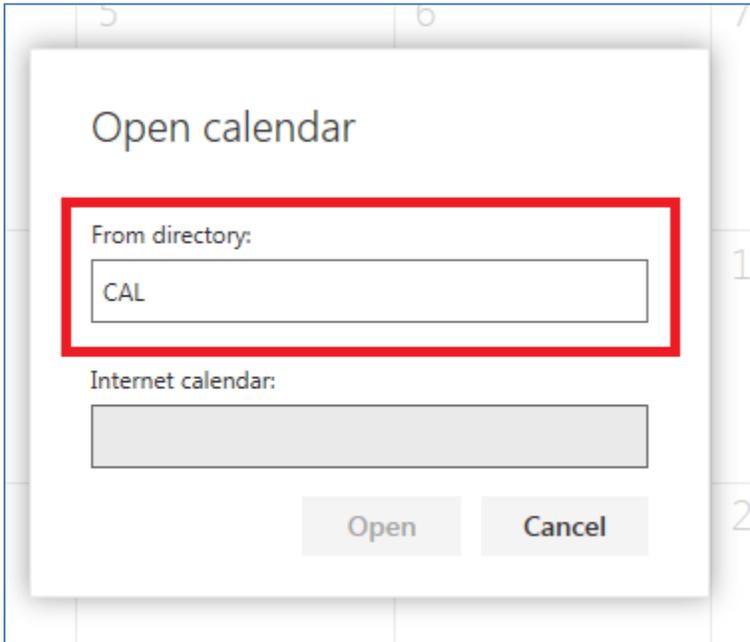
This window will pop up. Click “Open Calendar”

A close-up of the context menu that appears when right-clicking on a calendar. The menu options are: 'New calendar', 'Open calendar', 'New calendar group', 'Rename calendar group', and 'Delete calendar group'. A red arrow points to the 'Open calendar' option.

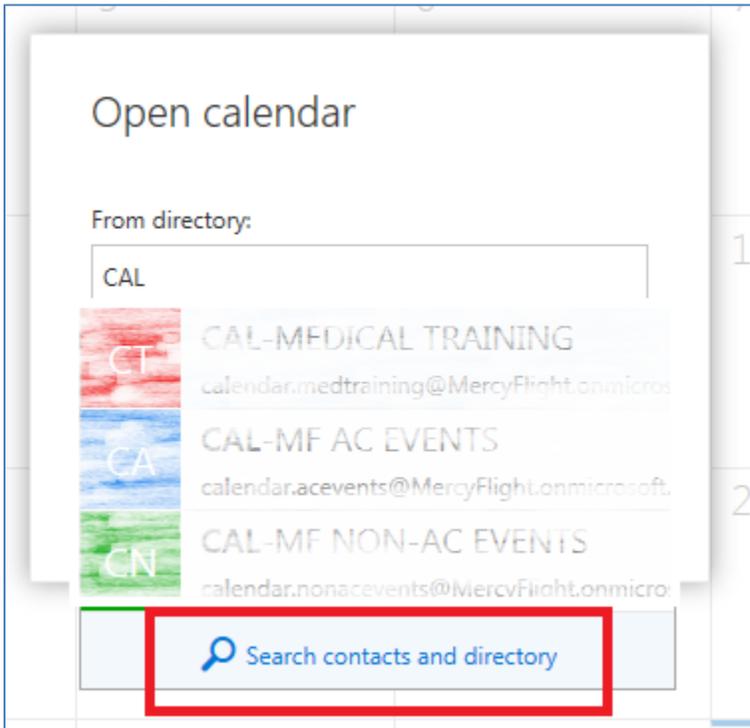
Note:

ALL SHARED CALENDARS CAN BE FOUND IN THE GLOBAL DIRECTORY WITH THE PREFIX OF CAL-

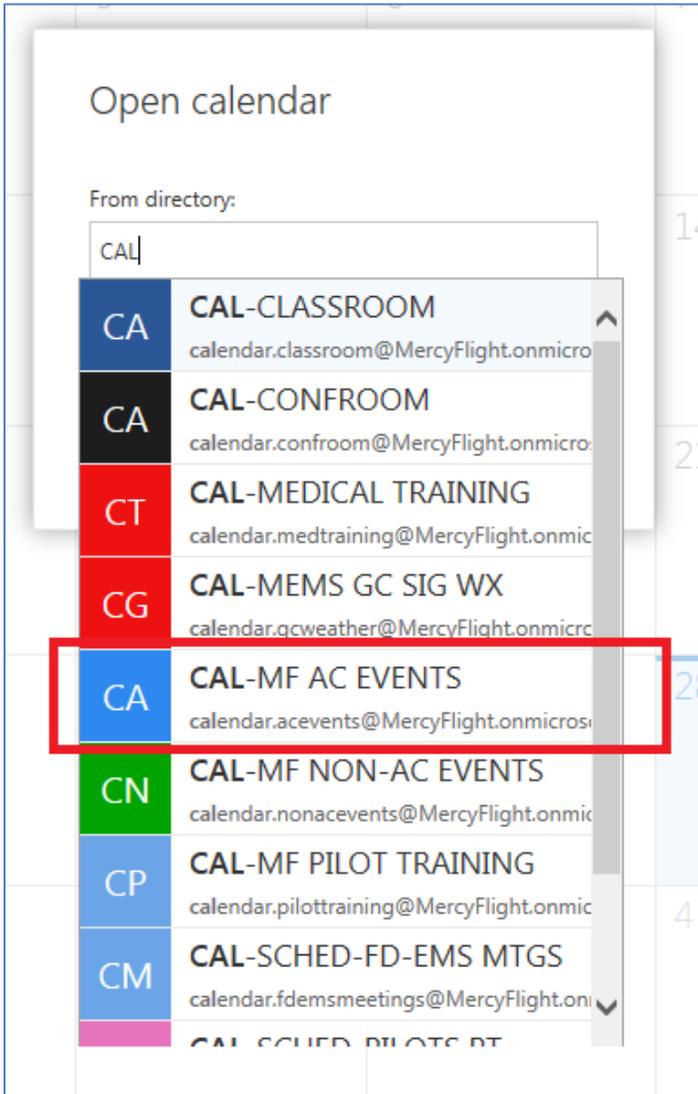
This window will pop up next – Type CAL



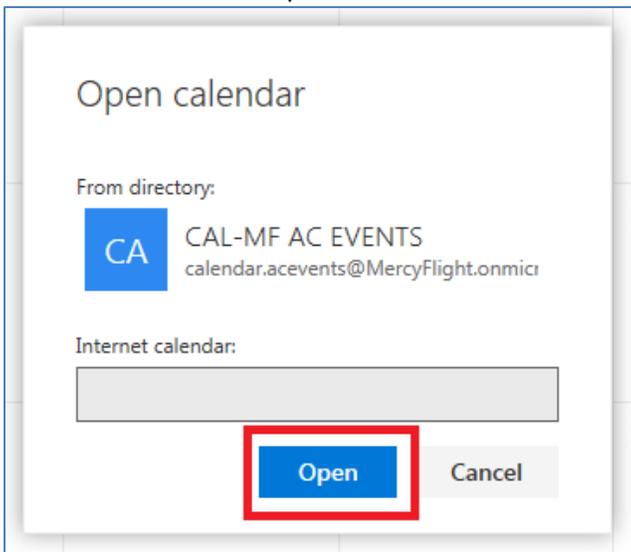
The listing of potential matches should start to populate. Click the “Search” button below for the full list of matches. (In some versions, clicking “Search” will open a new directory search window. If that occurs – simply continue with the search of CAL)



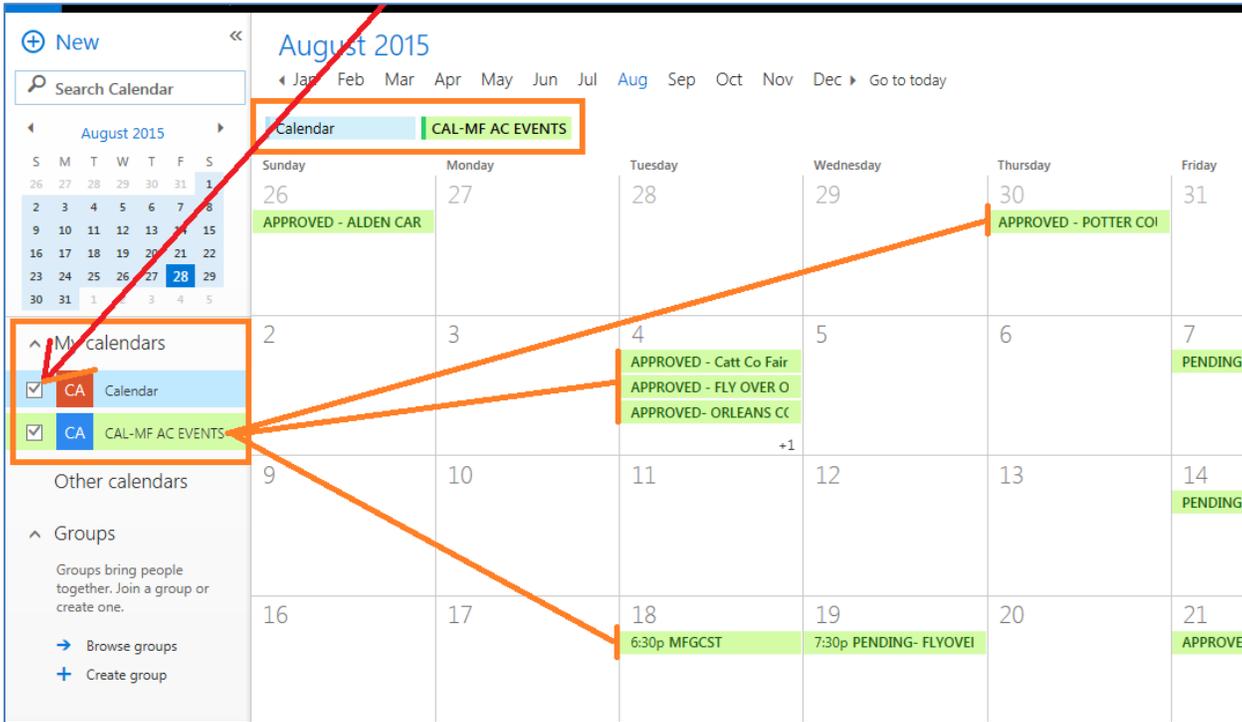
Once the full list is visible – simply click the SHARED CALENDAR you are looking for.
In this case – we are adding the CAL-MF AC EVENTS – which is the calendar where the approval process of flight related events can be found.



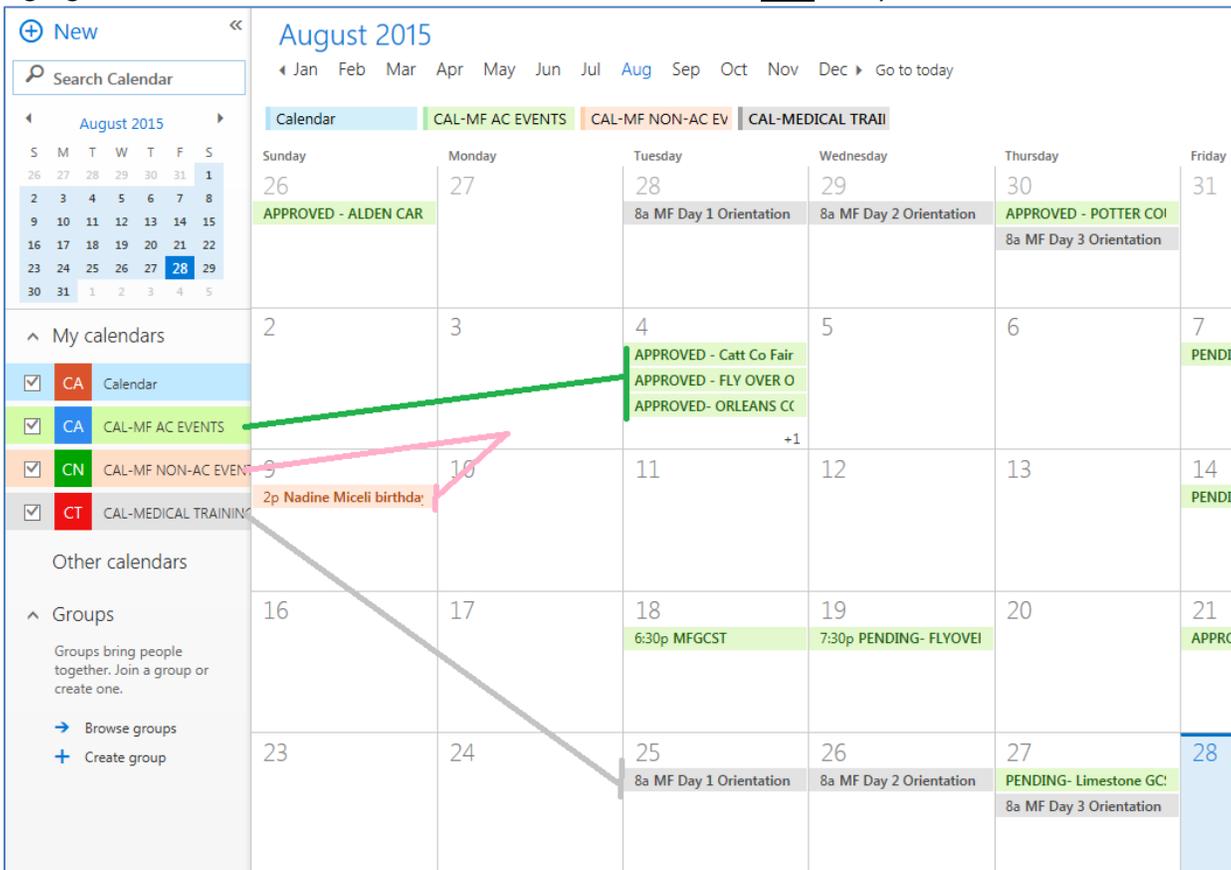
Once selected – click “Open”



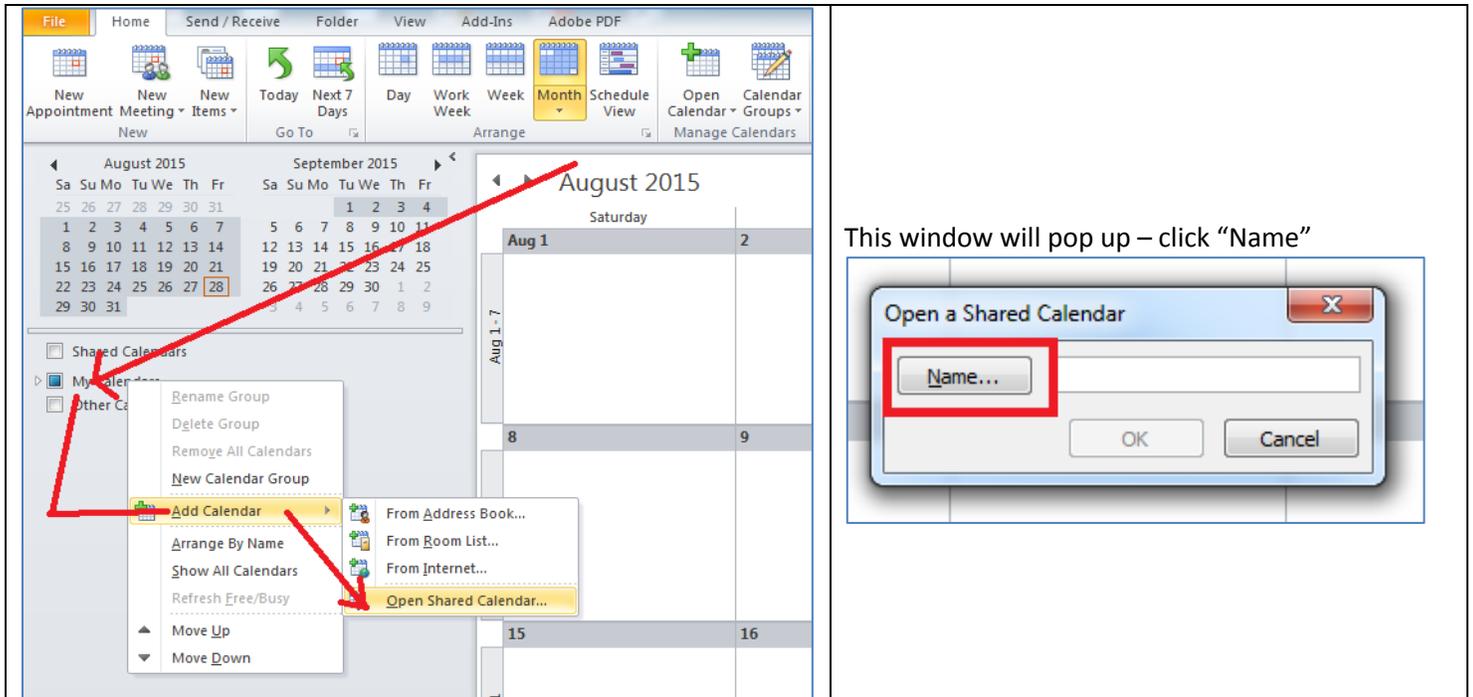
Once opened – there are a few things to notice. Under the “My Calendars” you will see the SHARED CALENDARS you just opened. Notice the highlighted colors will match the corresponding calendar items. Once you have multiple calendars opened – you can turn their items on or off from your calendar view by checking or unchecking the box to the left of each calendar name.



Here – we have opened multiple calendars, and each one has a (random) highlighted color that corresponds to the calendar it is associated with. Notice that CAL-MF AC EVENTS are highlighted in green and CAL-MF NON-AC EVENTS are highlighted in a salmon color. These colors are random and are **NOT** always the same each time.

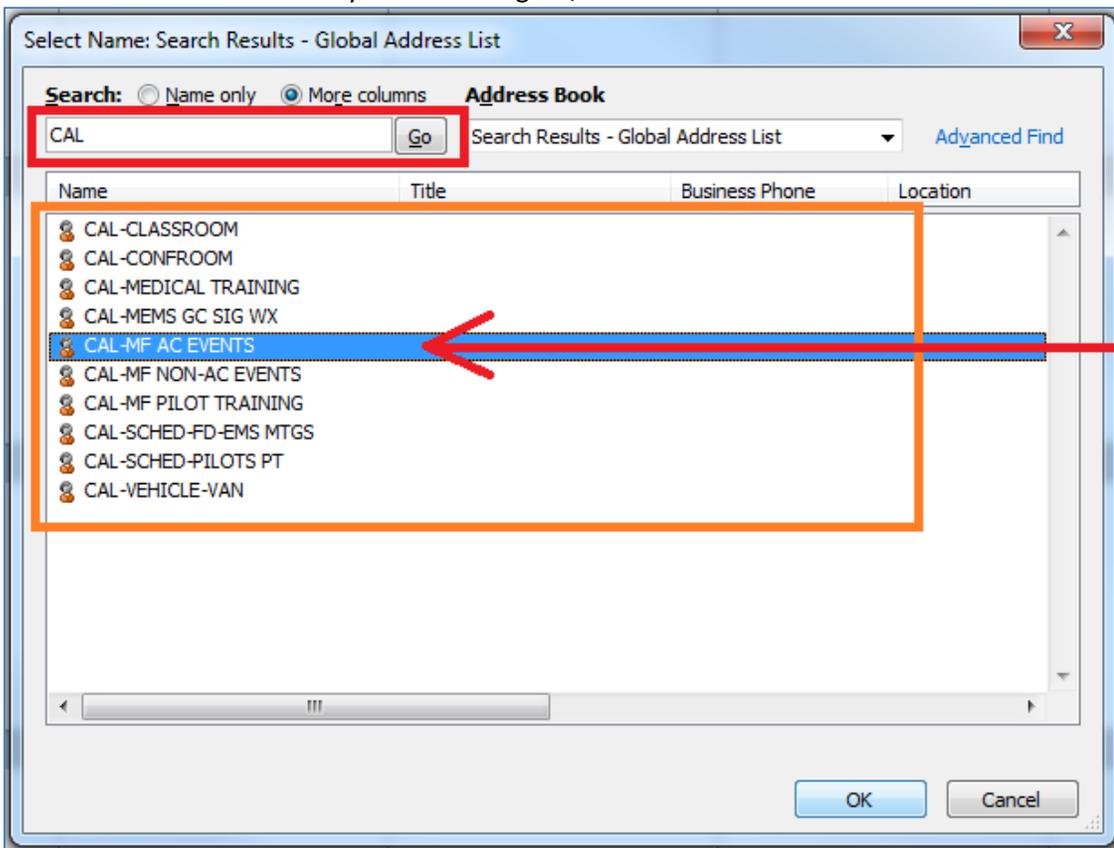


If you are using an installed copy of Outlook – the steps are similar. Go to your calendar. **RIGHT CLICK** “My Calendars” then Add Calendar then Open Shared Calendar.



Sometimes when you open multiple calendars – the default view changes to a “Schedule View”. To correct – click “Month” in the top menu .

This search window will pop up. Simply type CAL and click “Go” (or press Enter). The list of matches will be displayed. Click the SHARED CALENDAR you are looking for, the click OK.



Note – the SHARED Calendar will need to download the calendar items – so please be patient. 😊