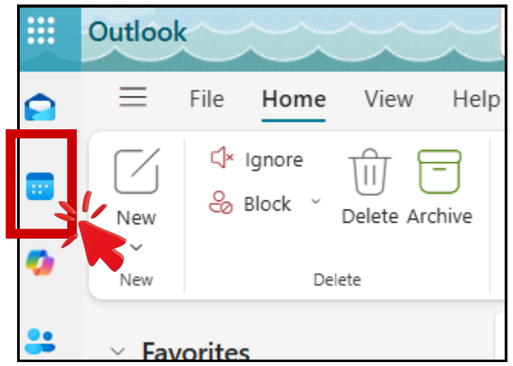
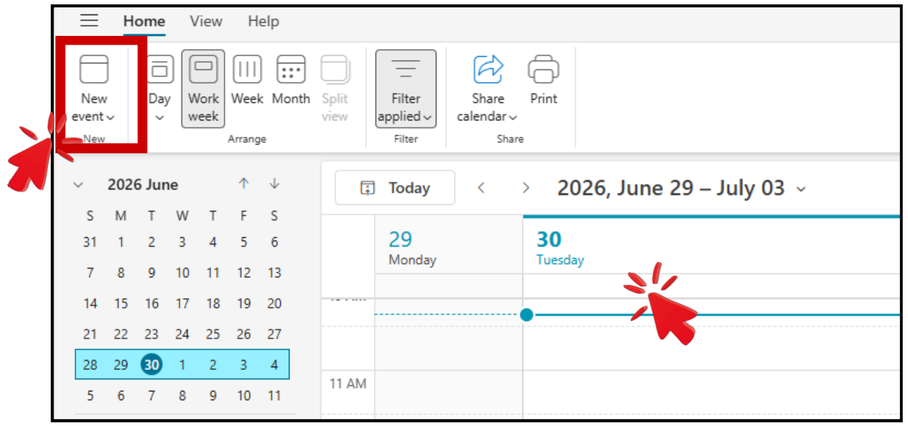
STUDENT GUIDE
Add Event to Outlook Calendar

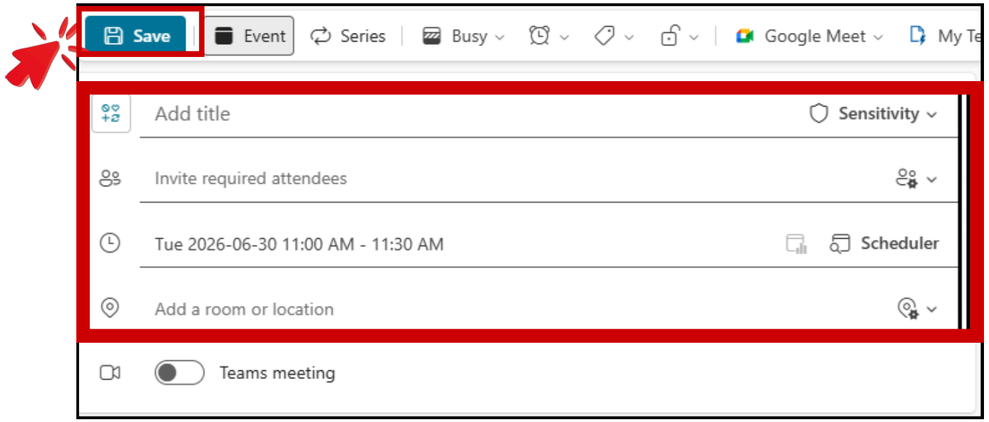
1. Open the Calendar. In Outlook Email, click on the Calendar icon on the left tool bar.



2. Click the day on your calendar where you want to add an event. Then double-click the day or select the “New Event” icon on the top toolbar to create it.



3. Fill in the event details, including the Title, Date, and Time. You can also add a Location and invite other people. If you invite people, they will receive an email asking them to accept the invitation. When you're finished, click Save.



Help Desk

HOURS: Monday - Friday
7:30AM - 5:00 PM

(910) 254-4288

The Help Desk can assist students, parents, and staff with resetting account passwords and troubleshooting login issues.