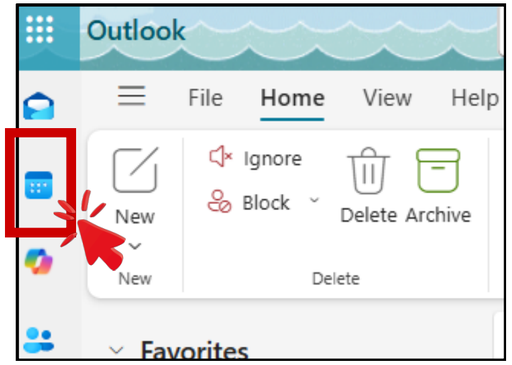
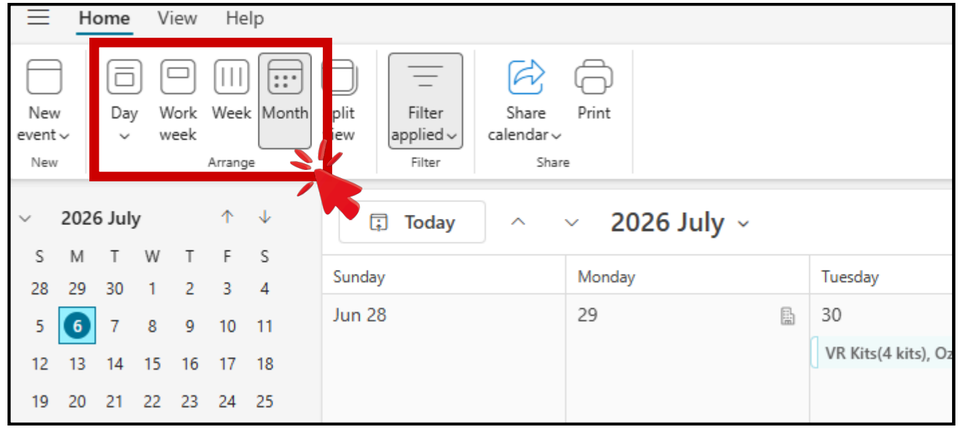
STUDENT GUIDE
Check Outlook Calendar

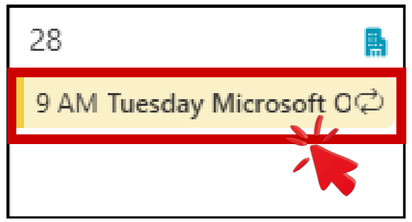
1. Open the Calendar. In Outlook Email, click on the Calendar icon on the left tool bar to open your Outlook Calendar.



2. View calendar invitations you've received, create your own events on your calendar, and invite others to join them.



Note: Click on an event to view its details.



Help Desk

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

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

(910) 254-4288