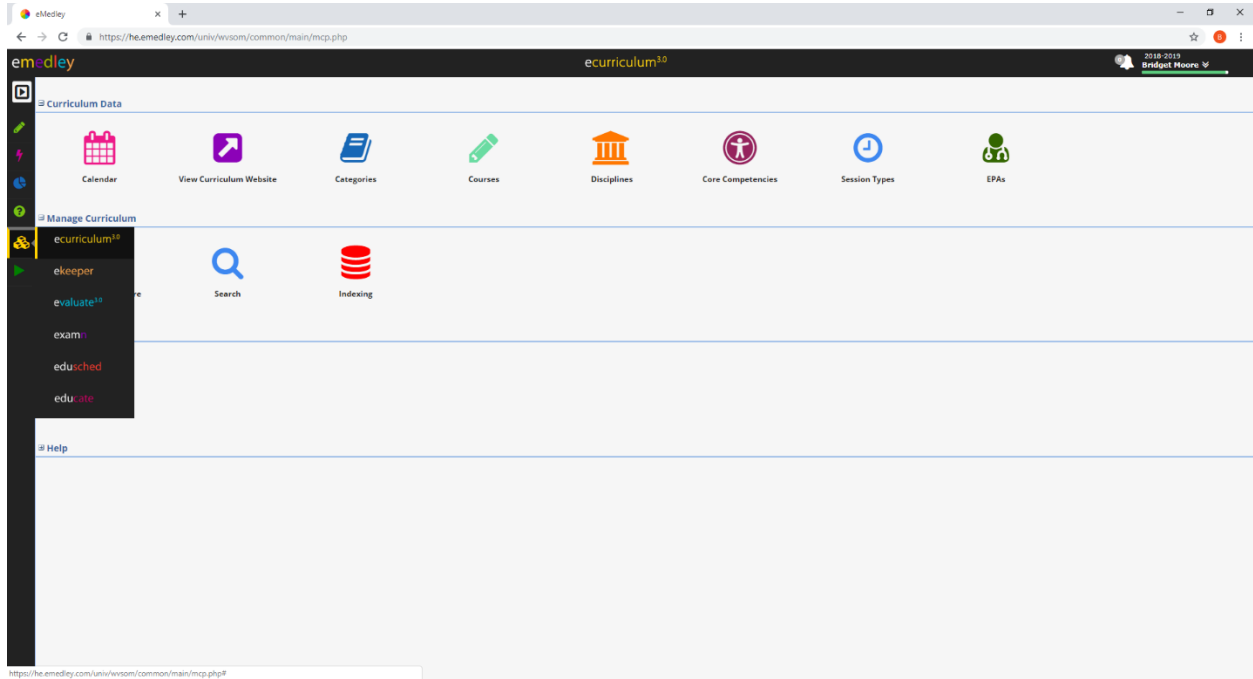
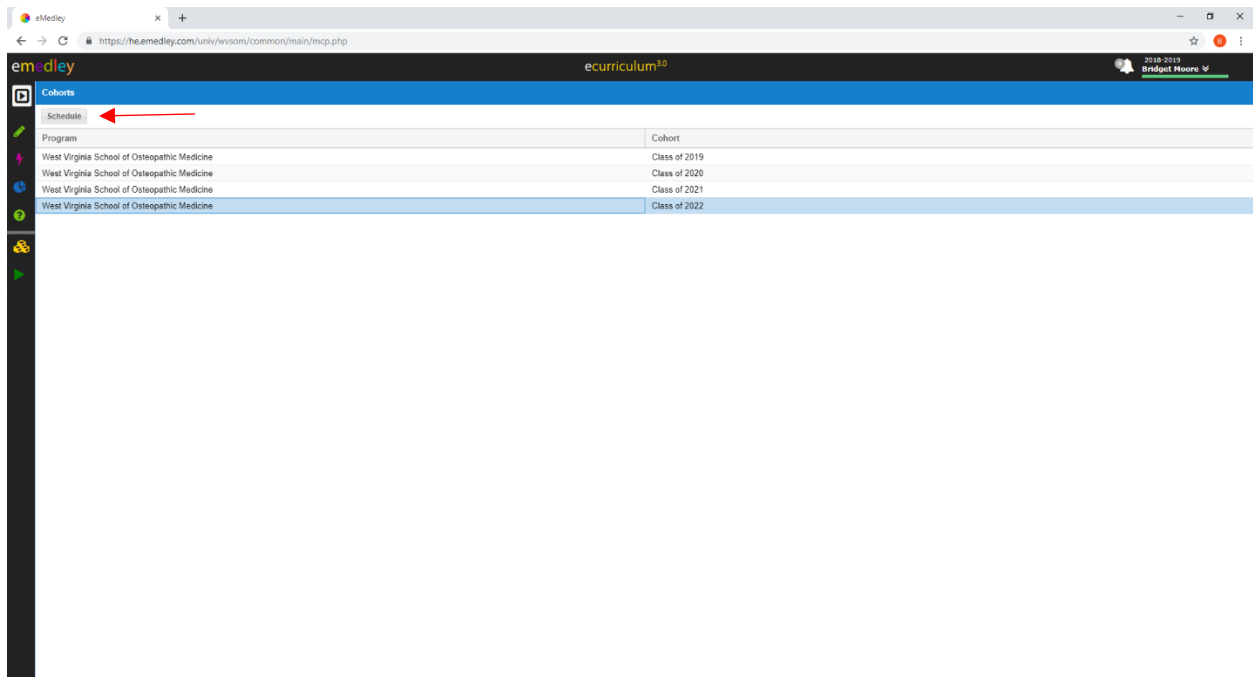


Subscribing to the Calendar in eMedley

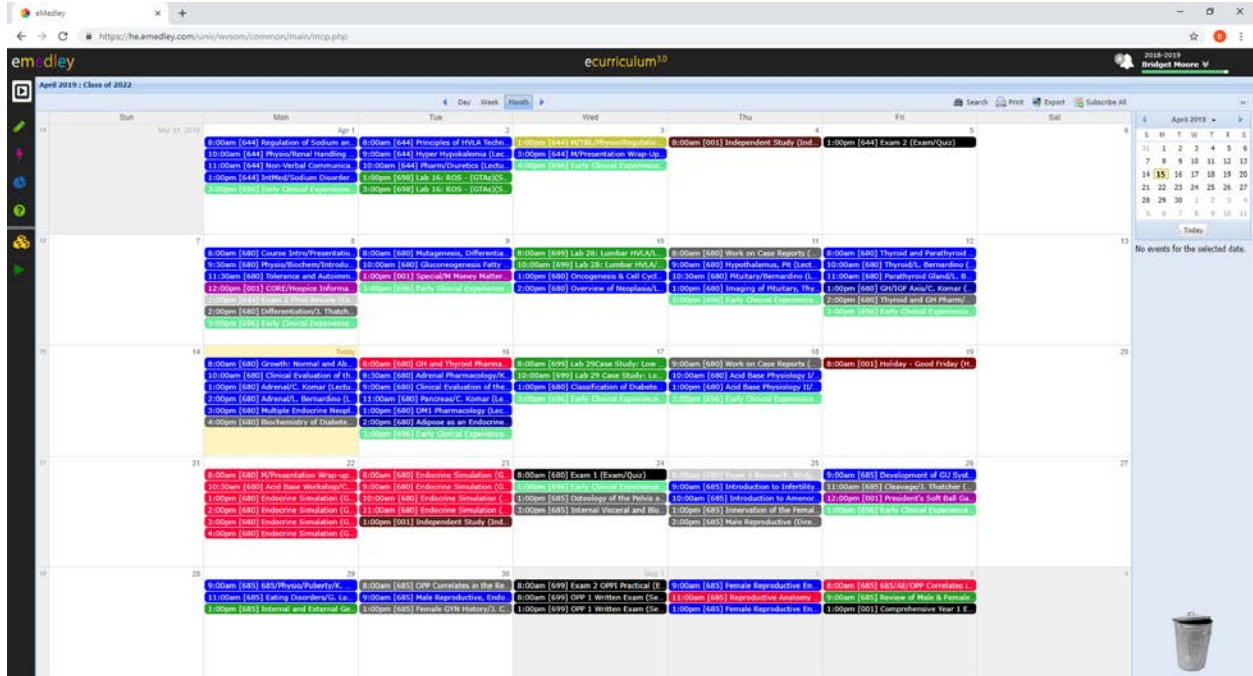
1. The calendar feature is located under eCurriculum. To access it, click on the *applications icon* and select *eCurriculum*.



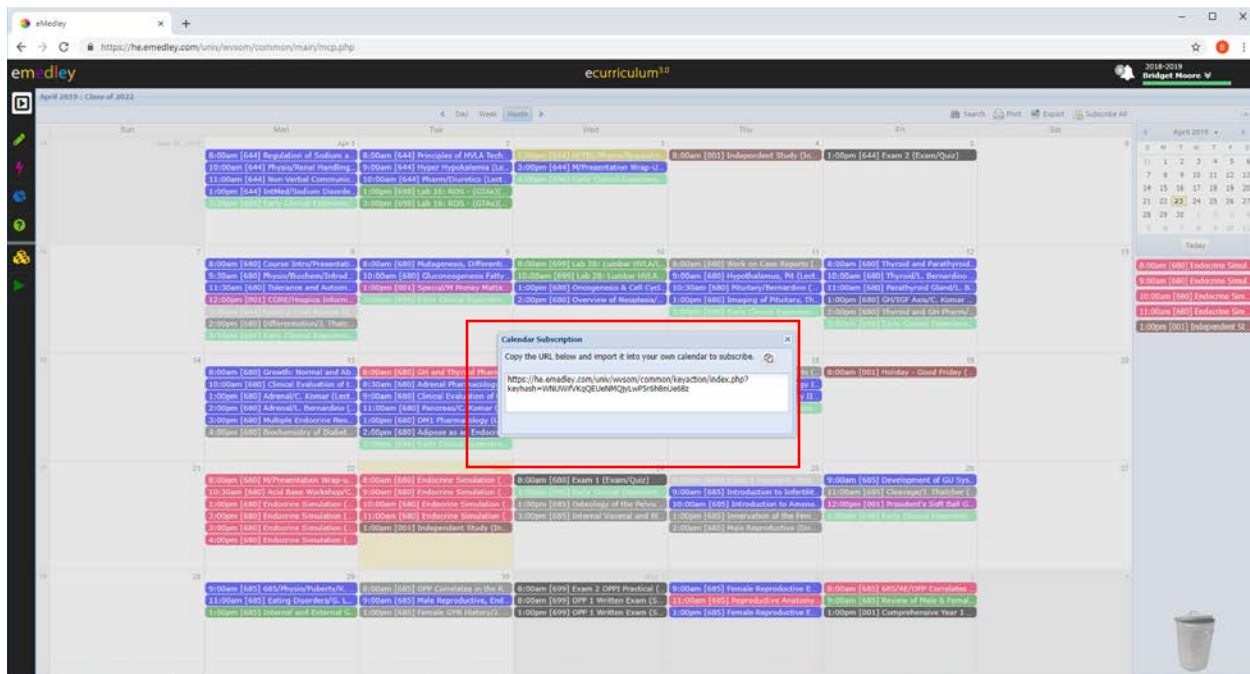
2. Click on the *calendar icon* at the top of the page. This will open a list of cohorts. Select the one you want and click *schedule*



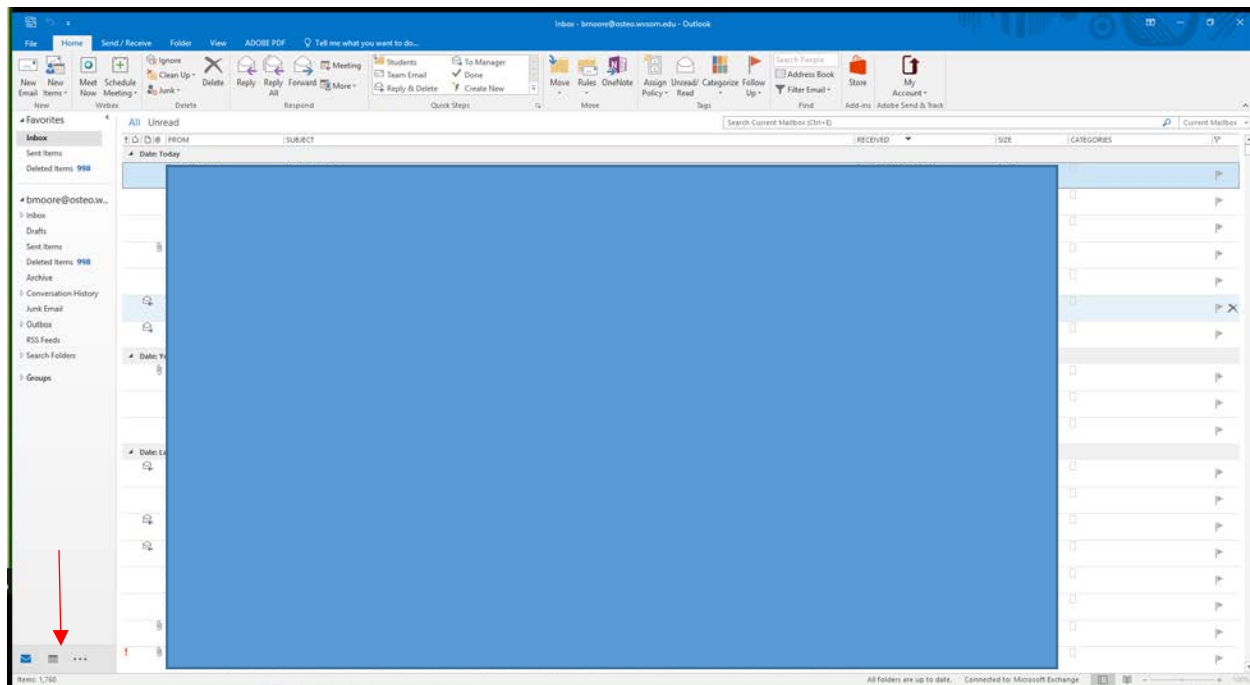
- This will open the calendar to the current month for that specific cohort.
- Click on *Subscribe All*.



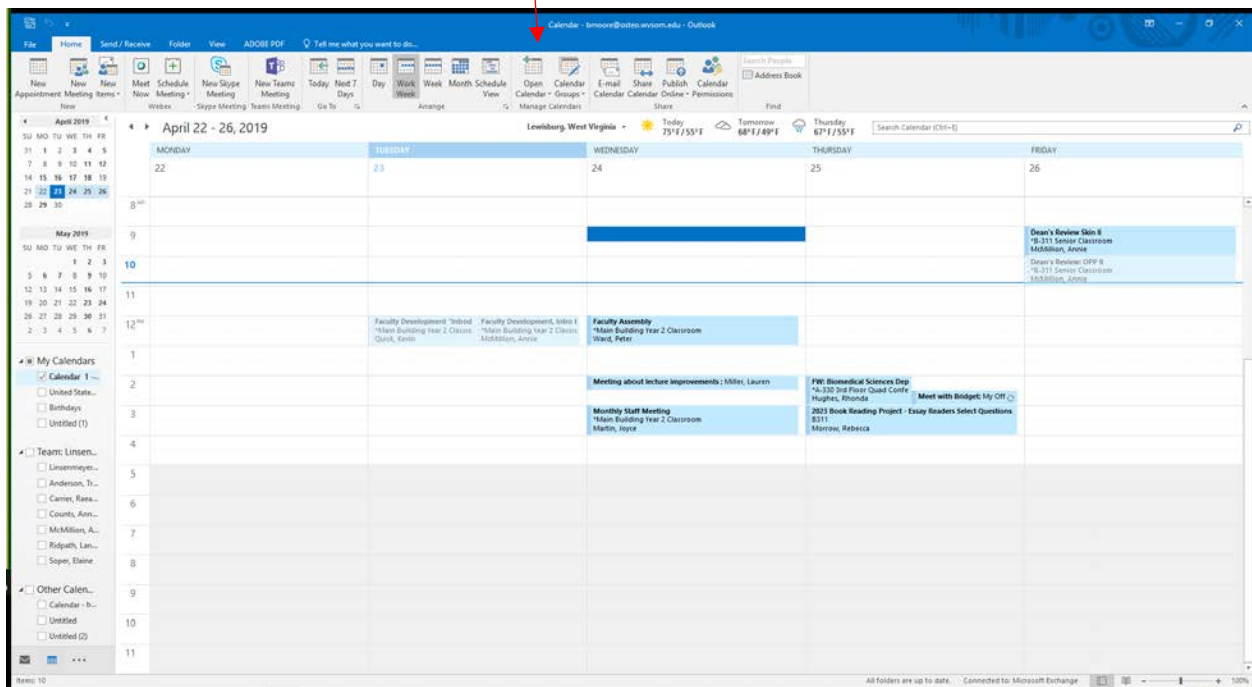
- A Calendar Subscription window will open. Copy the URL and import it into your own calendar.



6. To do this from the online version of Outlook, after you login to Outlook, double click on the *calendar* icon at the bottom of the screen.



7. Click on Open Calendar from the tool bar at the top of the screen.



8. Select *From Internet* and then paste in the URL you previously copied.
9. Click *save*. If it asks if you want to add the calendar to outlook and subscribe to updates, click *Yes*.
10. You are now subscribed to the calendar and will get all updates. The Calendar will show up under *Other Calendars* in your list of calendars in Outlook.