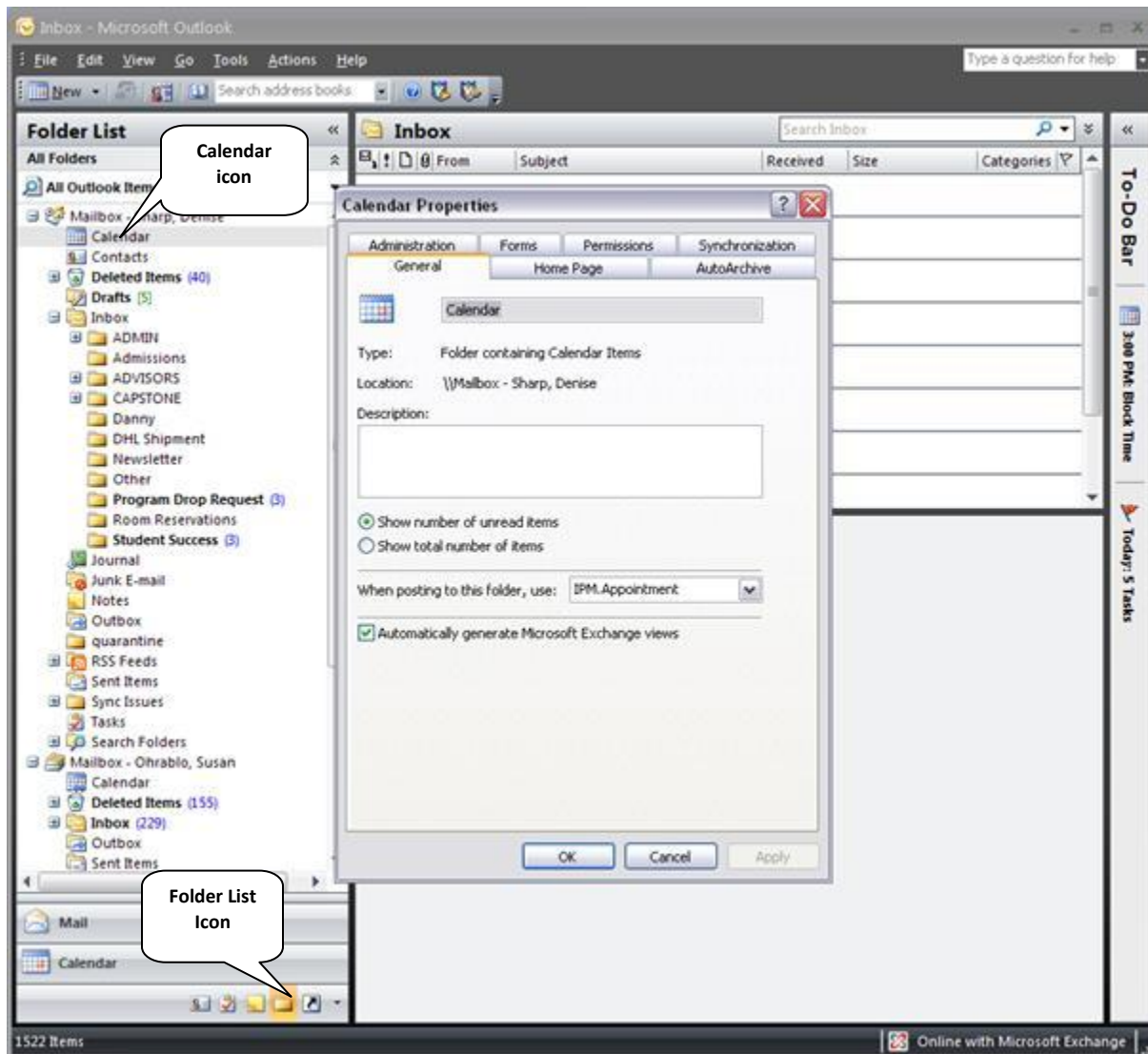


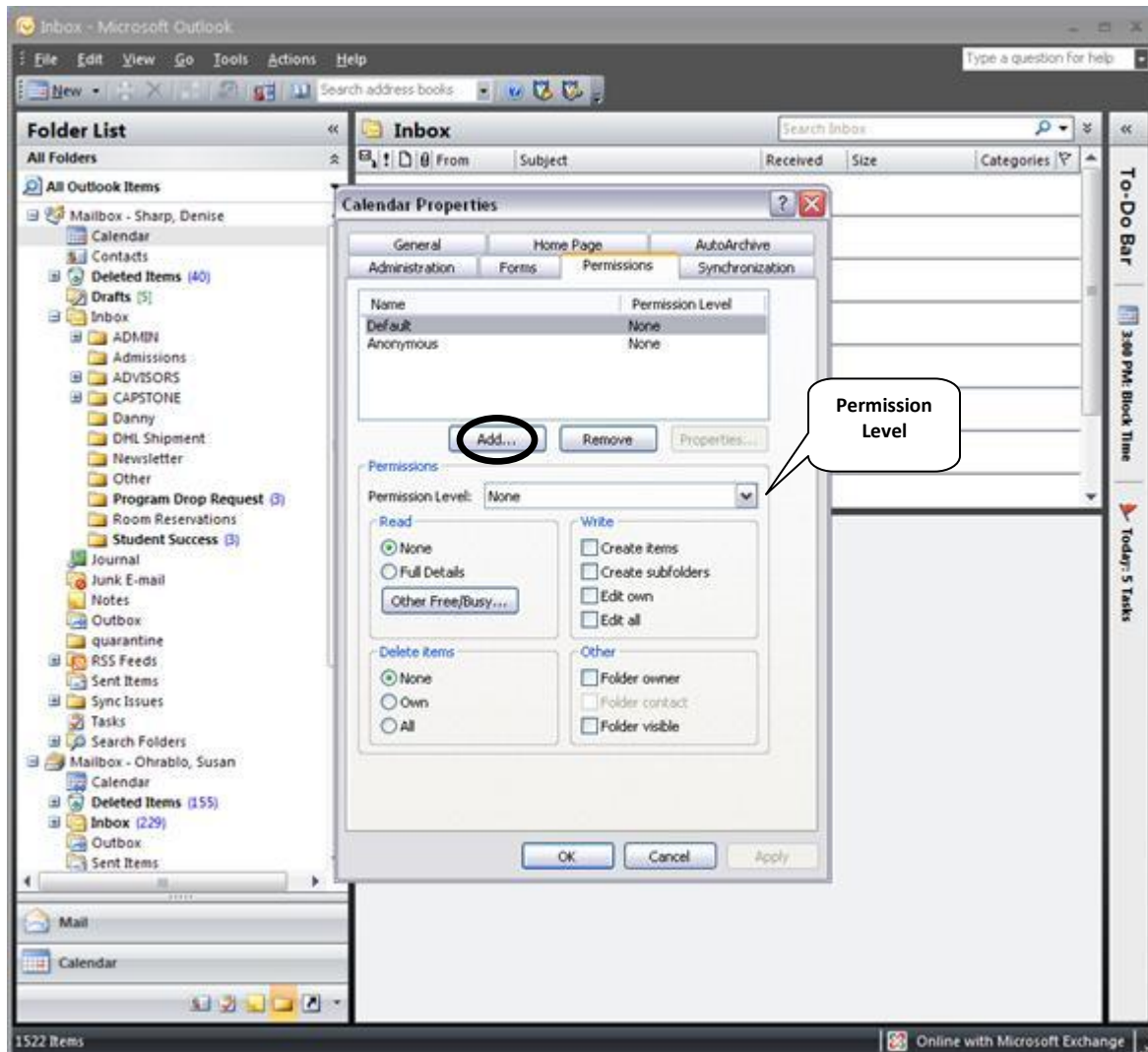
GRANTING CALENDAR ACCESS

- Go to the “Folder List” icon on the left pane of your outlook (the icon is next to the task and shortcut icons)
- Right click on the calendar icon (this icon is right about the contact icon) and click properties



- Click the “Permissions” tab

GRANTING CALENDAR ACCESS



- Under the section where they have a list of names, please “Add” the following:
 - 1. Front Staff:**
 1. *Tikisha Hobbs*
 2. *Carin Pool*
 3. *Sabrina Durand*
 - 2. Admin. Assists.:**
 1. *Denise Sharp*
 2. *Elizabeth Angueira*
 - 3. Managers:**
 1. *Frank Majnerich*
 2. *Sue Ohrablo*
 3. *Sherla Cruz de Benoit*
 4. *Sarah Vielot-Pierre*

GRANTING CALENDAR ACCESS

- Once you have added all the names, please go to “Permission Level” and give the following access:
 1. Please give the above people ***Publishing Editor*** permission.
- Click “ok” when finished.

ADDITIONAL:

- ***In the event that you need to delete (remove) someone from your permission list, please go back to the list screen and highlight the names then click “Remove”. Click “OK” when finished.***