Advancement Planning Calendar

Instructions for: Mac User with Outlook 2011, on OCIO Central Email System

**Step 1:** Open your calendar in Outlook

**Step 2:** Click ‘Open Calendar’

![Open Calendar](image)

**Step 3:** Type `ucommcalendar@osu.edu` in User field and click ‘OK’

![User Selection](image)

**Step 4:** Select OSU Communications Calendar and click ‘Select’

![Select User](image)

The calendar will automatically load into your ‘Shared Calendars’ section of Outlook.