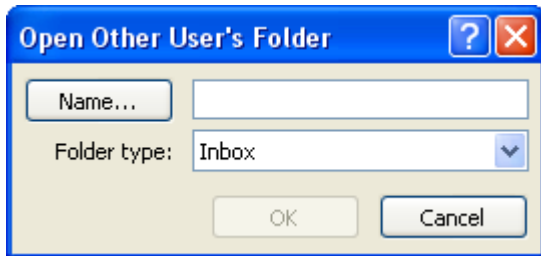


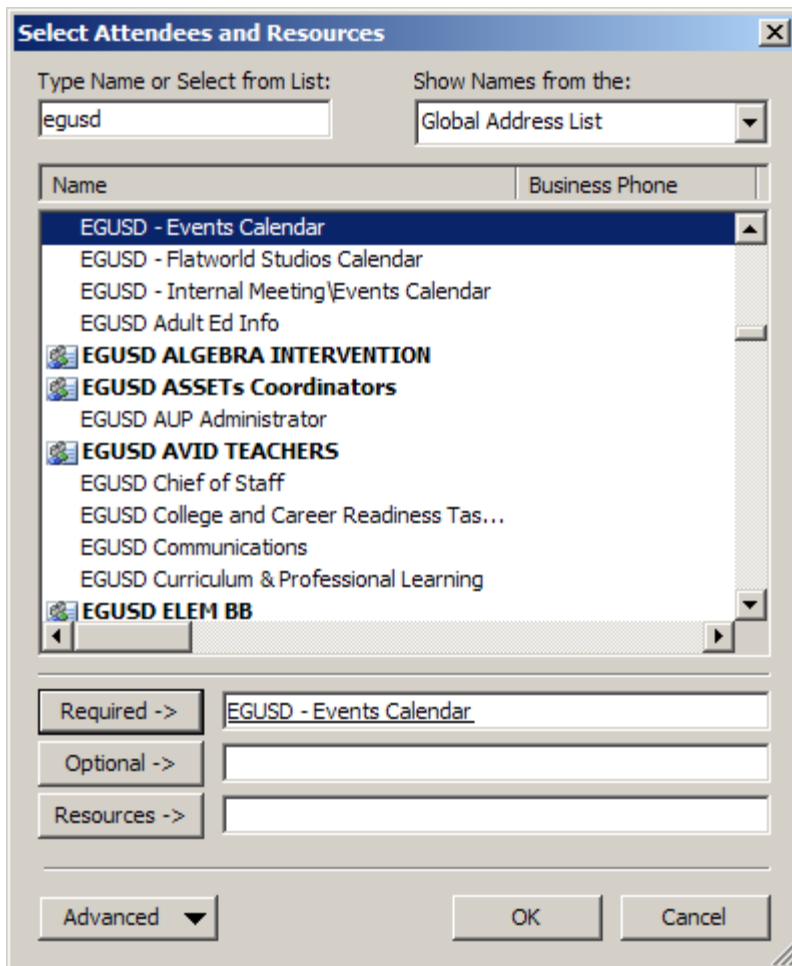
# EGUSD Events Calendar

## Instructions to View the Calendar

1. Open Microsoft Outlook on your computer (your email system).
2. Click on the Calendar button on the bottom tray.
3. Click on File/Open/Other Users Folder which will open the window below:



4. Click the Name button, which opens the Outlook Global Address List.
5. Type "EGUSD" and choose the Events Calendar. Click OK.

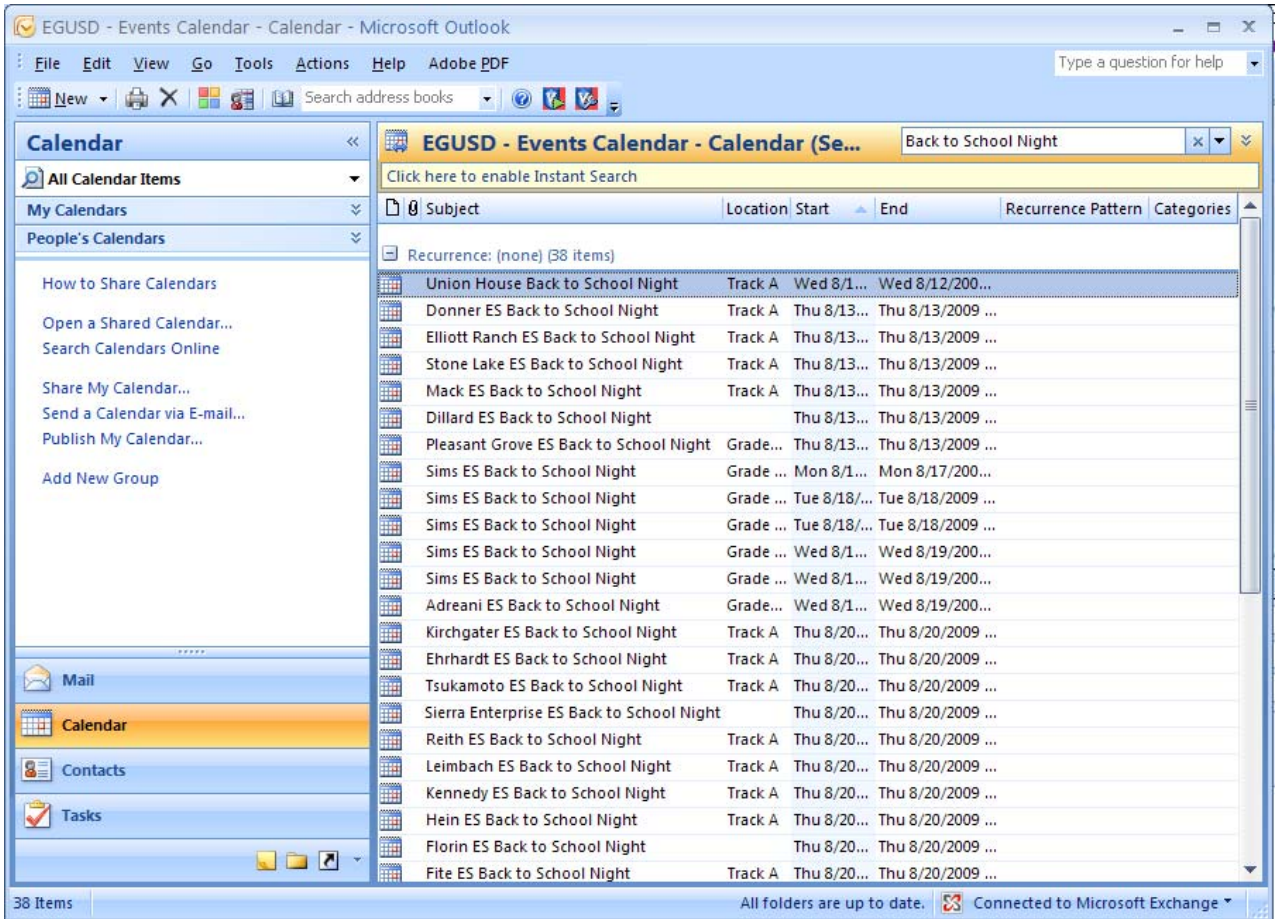


6. Click OK again, and the calendar is now added to your "Other Calendars" in Outlook. You can now view this calendar whenever necessary (read-only).

## Search for Types of Events

You may search types of meetings in the Outlook calendar by:

1. The Search bar is located near the top of the calendar.
2. Type a search word, such as “Back to School Night.”
3. If any meetings exist, they will show up in a list:



4. Double click on any posting to view it.
5. Use the “Back” button to return to a normal calendar view.

## To Copy an Event onto your own calendar

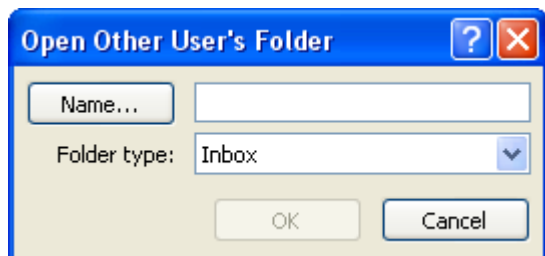
If there are any events you would like to place on your own calendar, you may simply:

1. Make sure you have your personal calendar and the events calendar open on your computer.
2. Use your left mouse button to click, hold, and drag the meeting/event from the events calendar to your own calendar.
3. Once you have copied the event, make sure you open it on your calendar to set a reminder (if necessary).

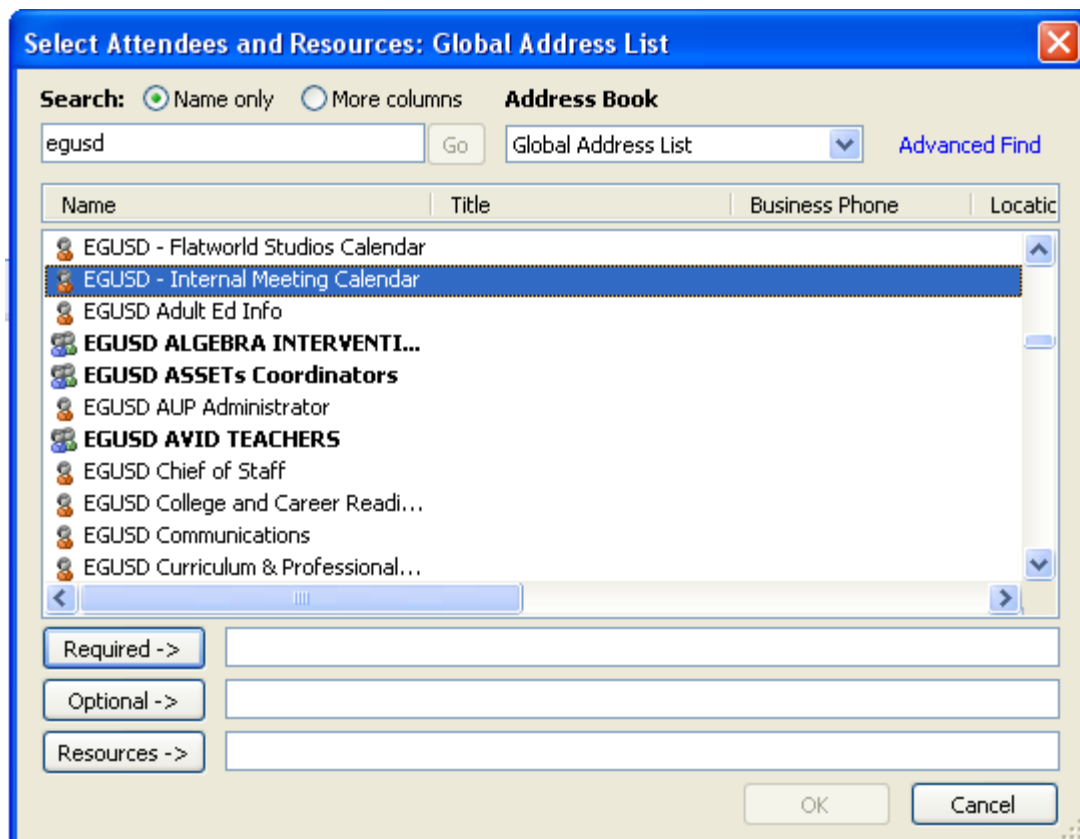
# EGUSD Internal Meeting Calendar

## Instructions to View the Calendar

1. Open Microsoft Outlook on your computer (your email system).
2. Click on the Calendar button on the bottom tray.
3. Click on File/Open/Other Users Folder which will open the window below:



4. Click the Name button, which opens the Outlook Global Address List.



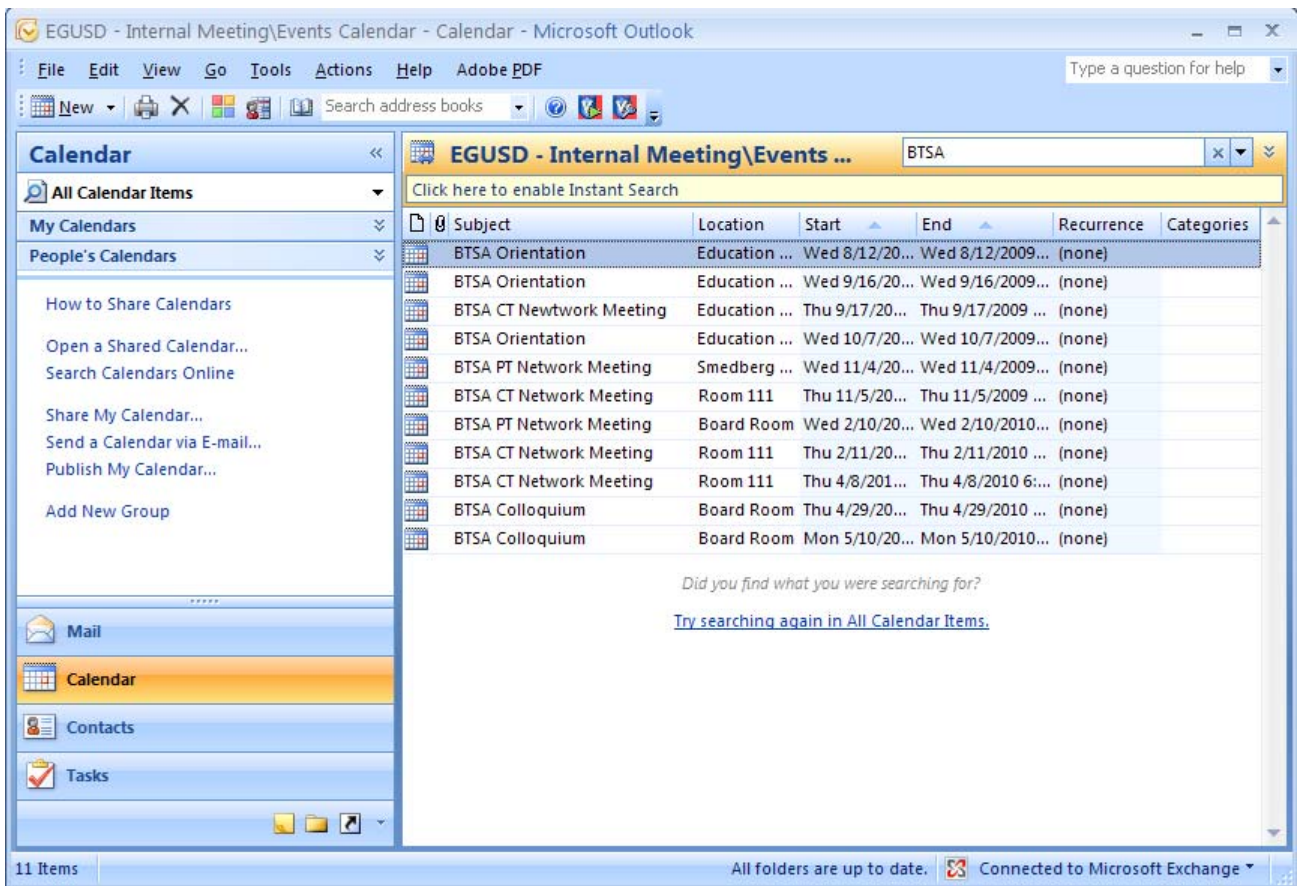
5. Type "EGUSD" and choose the Internal Meeting Calendar. Click OK.
6. Click OK again, and the calendar is now added to your "Other Calendars" in Outlook. You can now view this calendar whenever necessary (read-only).

Meetings that are on this calendar are the types of meetings currently on the “District Meeting and Event Schedule” which was posted as a Word document in public folders and sometimes referred to as the Master Calendar. These are meetings that district staff need to be aware of for scheduling conflicts with other meetings or events. Staff at various sites may also check this calendar for meetings, such as custodians, athletic directors, bilingual associates, etc.

**To Search for Types of Meetings**

You may search types of meetings in the Outlook calendar by:

6. The Search bar is located near the top of the calendar.
7. Type a search word, such as BTSA
8. If any meetings exist, they will show up in a list:



9. Double click on any posting to view it.
10. Use the “Back” button to return to a normal calendar view.

**To Copy a Meeting onto your own calendar**

If there are any meetings you would like to place on your own calendar, you may simply:

1. Make sure you have your personal calendar and the meeting calendar open on your computer.
2. Use your left mouse button to click, hold, and drag the meeting from that calendar to your own calendar.
3. Once you have copied the meeting, make sure you open it on your calendar to set a reminder (if necessary).