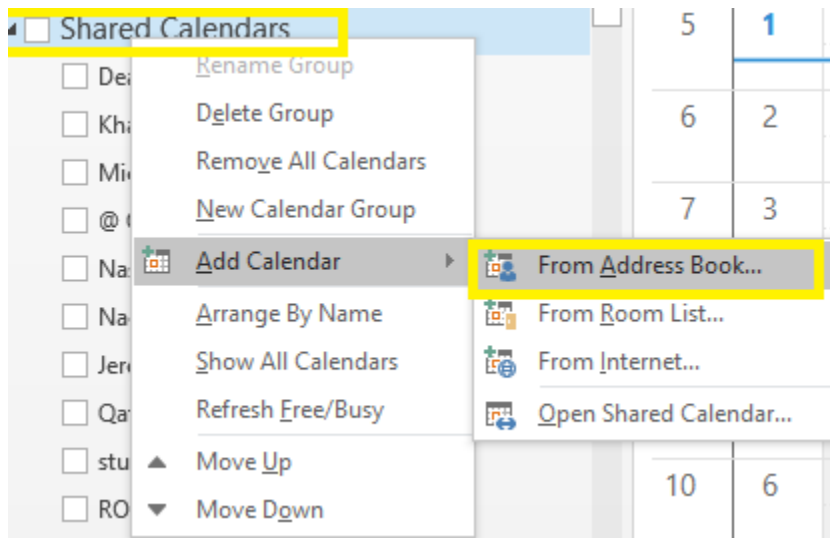
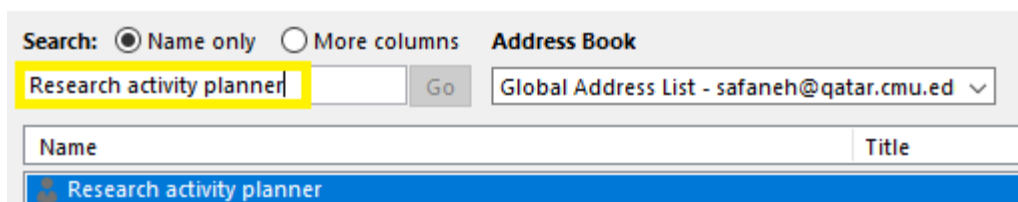


Add “Research activity planner” shared calendar to Outlook:

1. Open your Outlook
2. Open Calendar tap
3. Right click on Shared Calendars
4. Add calendar
5. From Address book



6. Search for “Research activity planner”



7. Select “Research activity planner” to add it
8. You should see the “Research activity planner” shared calendar under Shared Calendars list.

