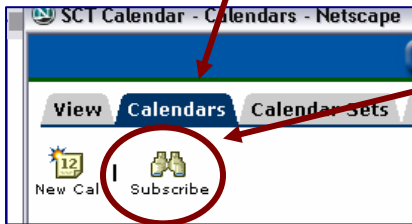




# Calendar Tool: Subscribing to a Calendar

1. Access your calendar through the portal tools
2. Click "Calendars" tab



3. Click "Subscribe" icon ( a new window appears for your new calendar subscription)

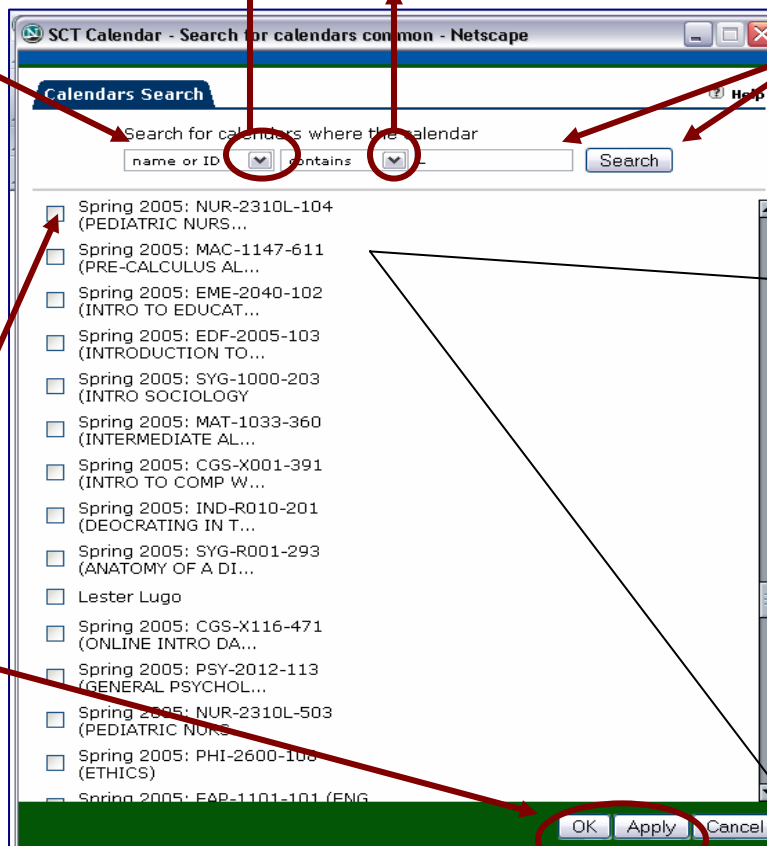
Search for calendars by:

name or ID  
name or ID  
name  
primary owner  
ID

Describe keyword category:

contains  
contains  
begins with

4. Search for user calendars by making two search criteria choices:



5. Put the letters, ID, name, or owners' name that you are searching for in the text box and click "Search".

6. Click the box next to each calendar result that you would like to subscribe to in order to subscribe to the calendar, click "Apply" to select the calendars, then "OK". The new calendar will appear in the "Calendars" tab.

Calendar Name  
 Erich Hochmeister  
 PersonalErich

**NOTE:** if you are subscribing to second calendar from the same user ID, a checkmark will appear next to the calendar you are already subscribed to from that user ID.