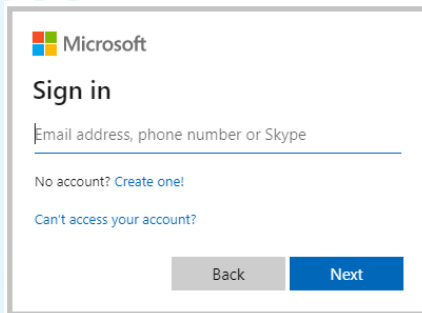


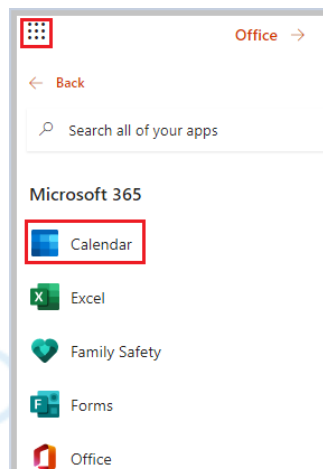
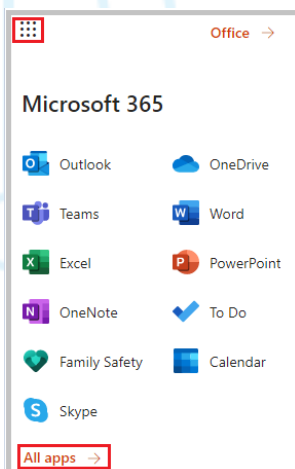
Alternate ways to access your Outlook calendar

Webmail

1. Open a browser and go to <http://portal.office.com> sign into your account.



2. Once signed in, you will see the **Home Page**. Click on the **6 dots** in the left hand corner and then click **All apps**. The **Calendar** icon will appear. **Select** to access your calendar.



Mobile phone/tablet

1. Open the **Outlook app** on your mobile device.



2. At the bottom of the screen, **press** the **calendar icon** to access your calendar.

