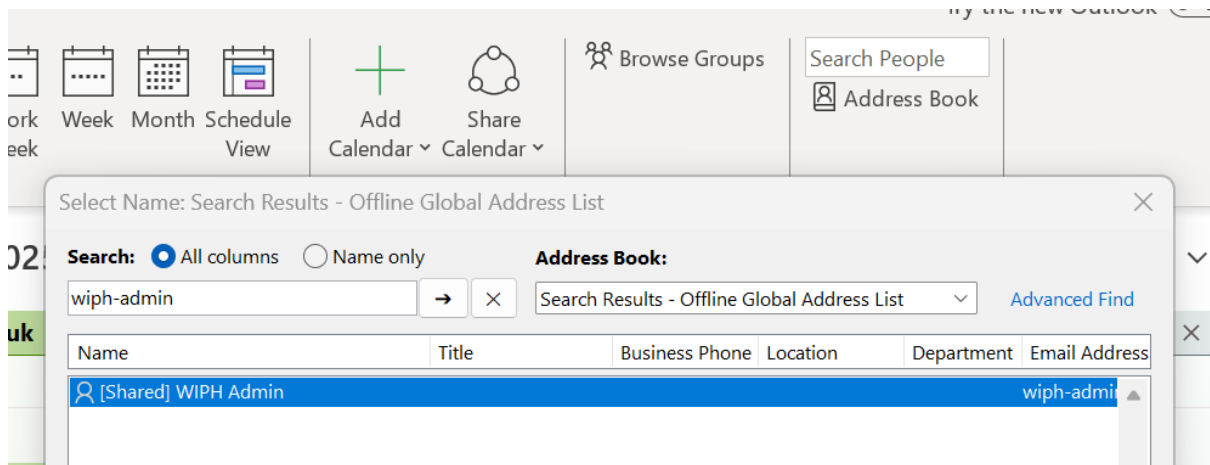


Add WIPH-Admin Outlook Calendar

You will only need to add the calendar once, but there are instructions for both the desktop and online Outlook calendars below.

For the Desktop App:

- 1) Click on 'Add Calendar' from the top taskbar.
- 2) Click 'From Address Book'
- 3) Search 'WIPH-admin'
- 4) Add the WIPH-admin and it will appear on your list of calendars on the left.



For the Online App:

- 1) Open your online Outlook calendar.
- 2) Click 'Add Calendar' from the left side task list.
- 3) Click 'Add from directory'.
- 4) Select your email account to search.
- 5) Search 'WIPH-admin' and click add.

