Accessing the DFMCH Department Calendar via the Outlook Desktop App

1. Click the calendar icon
2. Click the “Add” tab, and select “from address book” on the drop down menu; you will be directed to this menu.
3. Type in “DFMCH Department Calendar” and click “OK.”
4. The DFMCH Department Calendar will appear in your calendars.

Accessing the DFMCH Department Calendar via the Web/Office 365

1. Click on the calendar icon
2. Click on “Add calendar” then select “Add from directory” on the pull down menu and you will be directed to this display box.
3. Type in “DFMCH Department Calendar” and click “Add” to search for the calendar.
4. The DFMCH Department Calendar will appear in “My calendars.”