

Viewing the DFMCH Master Calendar

2. Click Open Calendar & Select Open Shared Calendar

The screenshot shows the Outlook calendar interface. At the top, the ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and 'Acrobat'. The 'Home' tab is active, showing options like 'New Appointment', 'New Meeting', 'New Items', 'Meet Now', 'Schedule Meeting', 'Meet Now', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'E-mail Calendar', 'Share Calendar', 'Publish Online', and 'Calendar Permissions'. A red arrow points from the 'Open Calendar' button to the instruction box above. Below the ribbon, a calendar view for July 6, 2021, is shown. On the left, a sidebar lists 'My Calendars', 'Other Calendars', 'Shared Calendars', and 'All Group Calendars'. A red arrow points from the 'Shared Calendars' section to the instruction box below. The main calendar area shows a blue bar representing an appointment. At the bottom left, the 'Items: 0' status is shown with a red arrow pointing to the instruction box below.

4. DFM Master Calendar will appear in your shared folders

1. From the calendar view

3. Type in dfmmastercalendar and Click OK

The dialog box titled 'Open a Shared Calendar' has a close button (X) in the top right corner. It contains a text input field labeled 'Name...' with the text 'dfmmastercalendar' entered. Below the input field are two buttons: 'OK' and 'Cancel'.