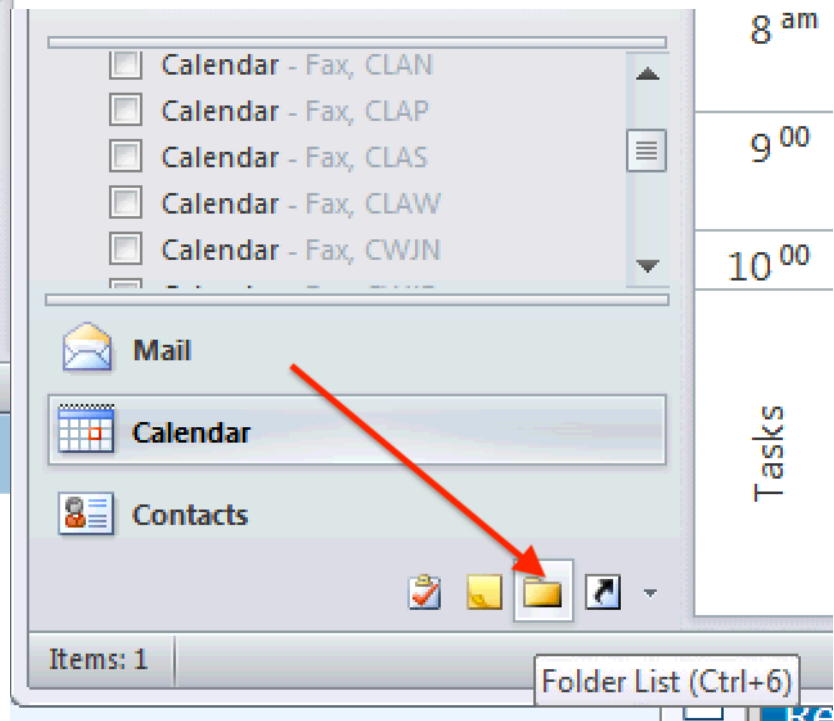
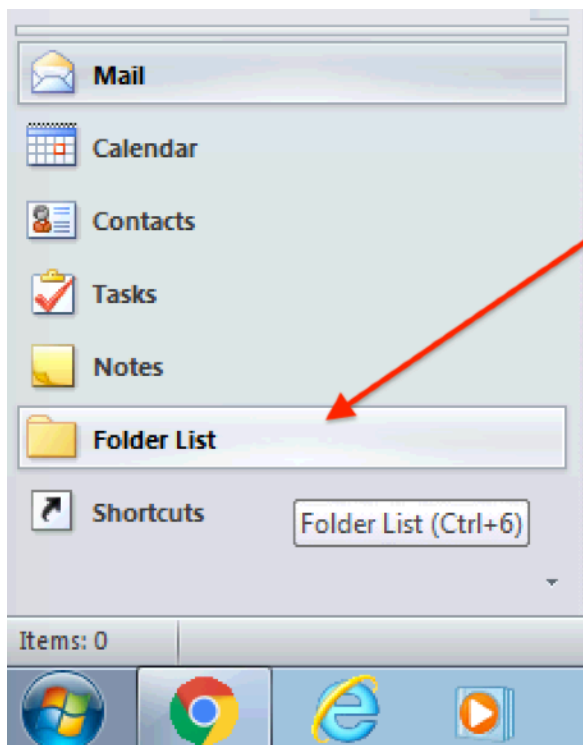


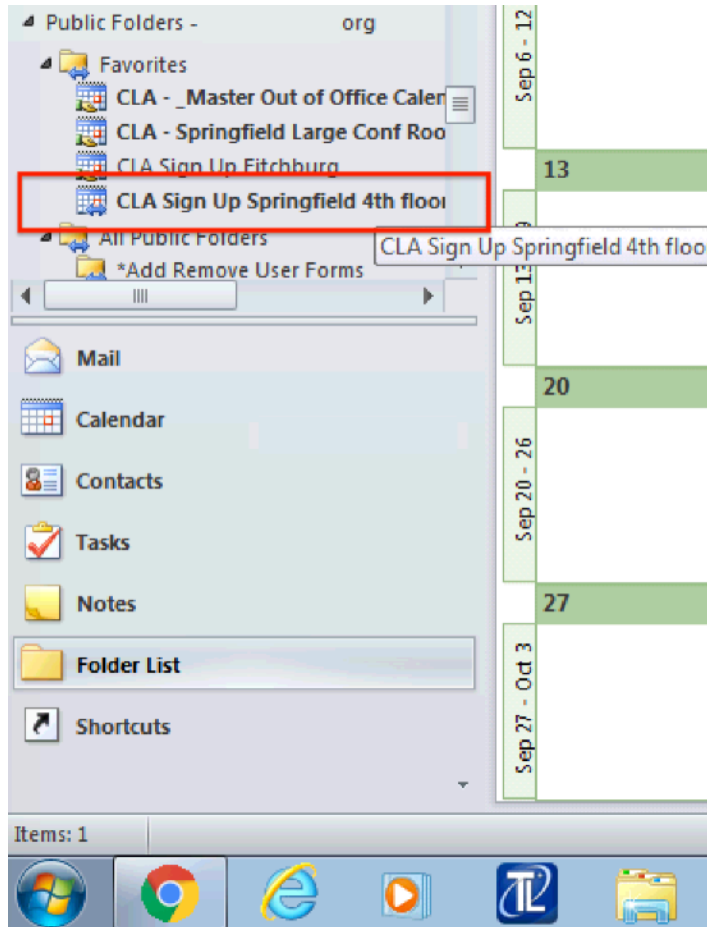
FINDING AND ADDING OFFICE SIGNUP CALENDARS TO YOUR FAVORITES

Step 1. Open Outlook on the Citrix Desktop

Step 2. In Outlook, click the 'Folder List' item on the bottom left. It may look like either of the two images below.



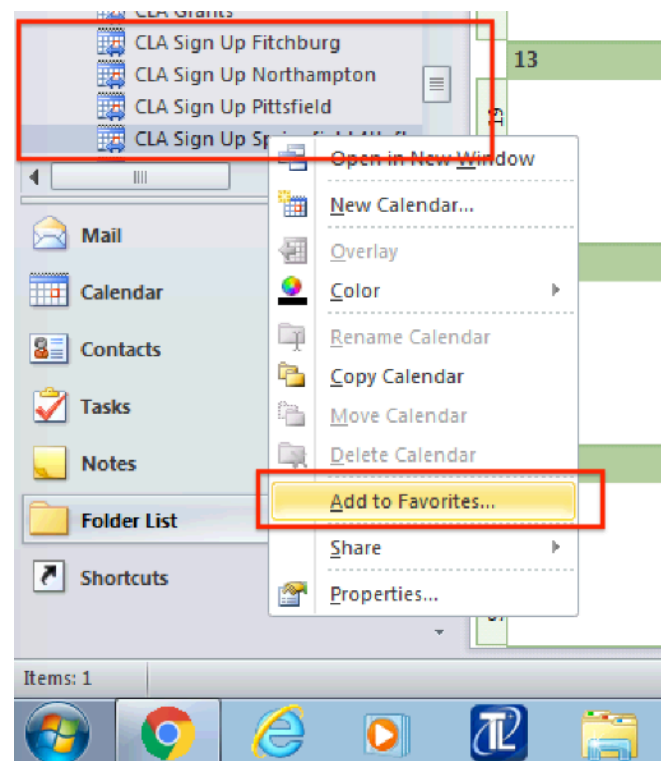
Step 3. Once you click on 'Folder List' you will see 'All Public Folders.' Click the arrows to expand 'All Public Folders' and either 'CLA' or 'CWJC' appropriate.



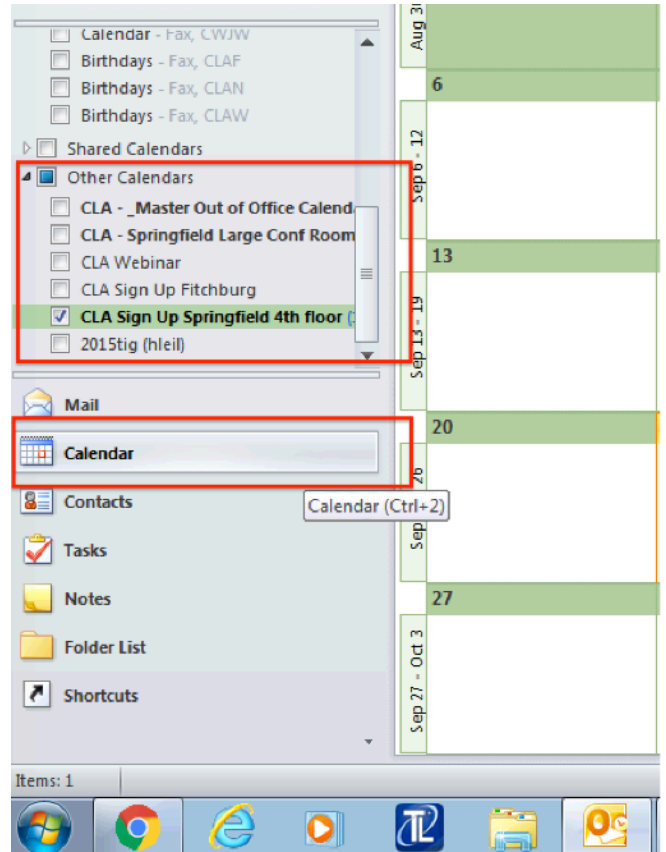
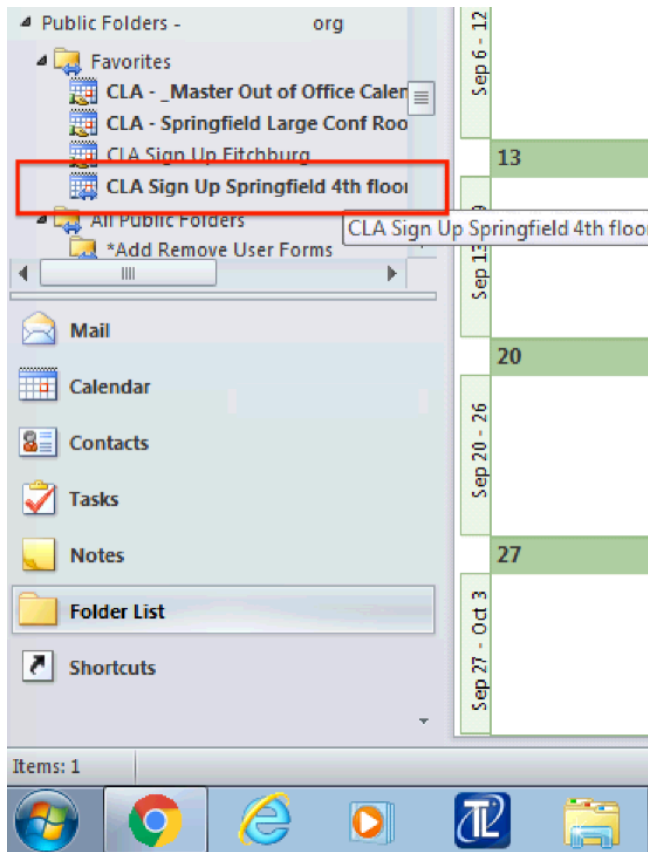
Step 4. In the expanded list of calendars, right click on the calendar you would like added to your 'Favorites' and when the menu opens up click on 'Add to Favorites.'

Note: The Calendars are called:

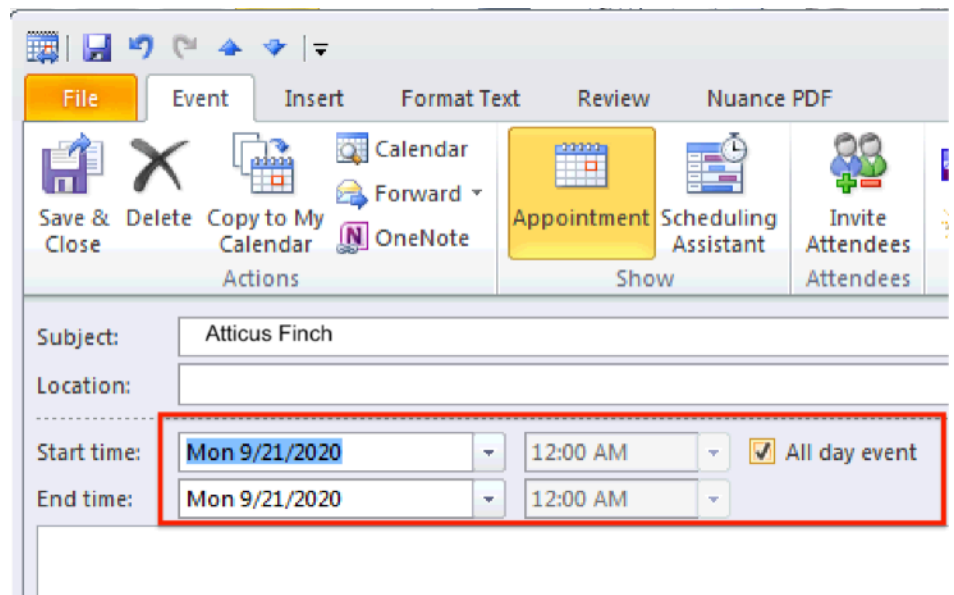
CLA Sign Up (office location) or
CWJC Sign Up (office location)



Step 5. Confirm that you can see the calendar under the 'Favorites' folder as well as under the 'Calendar' -> 'Other Calendars' section of Outlook as shown below.



Step 6. Create an appointment just as you would in any other Outlook calendar. Please follow the guidelines on the next page for creating calendar entries.



When you create an

appointment, please follow these guidelines:

- Place your name in the ‘Subject’ field
- Calendar as an “all day event” if you will be in the office for the full day
- Calendar as an “all day event” if you will be in the office for the bulk of the day, even if you may step out for an hour or two at some point
- Calendar as an “all day event” if you are not sure of the hours/time of day that you plan to come in
- If you are only coming in for an hour or two and you generally know the specific time (or range – e.g., morning or afternoon), please calendar YOUR ANTICIPATED TIME IN THE OFFICE (e.g., 9-11; 2-4), and not as an “all day event.”