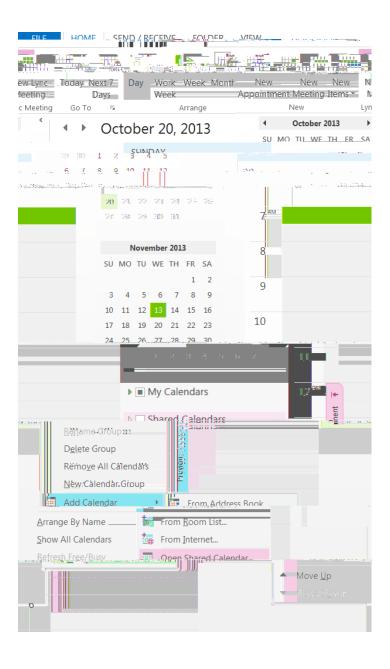
STATE 9

1) Sign into Outlook and go to the calendar. Right click on "Shared Calendars" select "Add Calendar" and select "Open Shared Calendar"



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