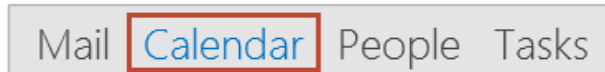


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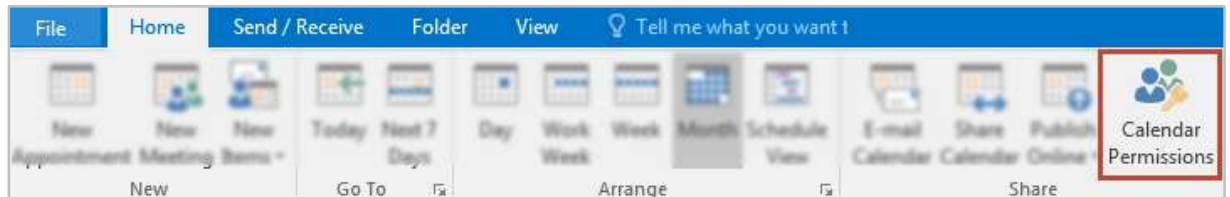
Instructions for sharing Microsoft Outlook 2016 calendar with uSucceed. Allows uSucceed appointments to be display in Outlook calendar.

Instructions

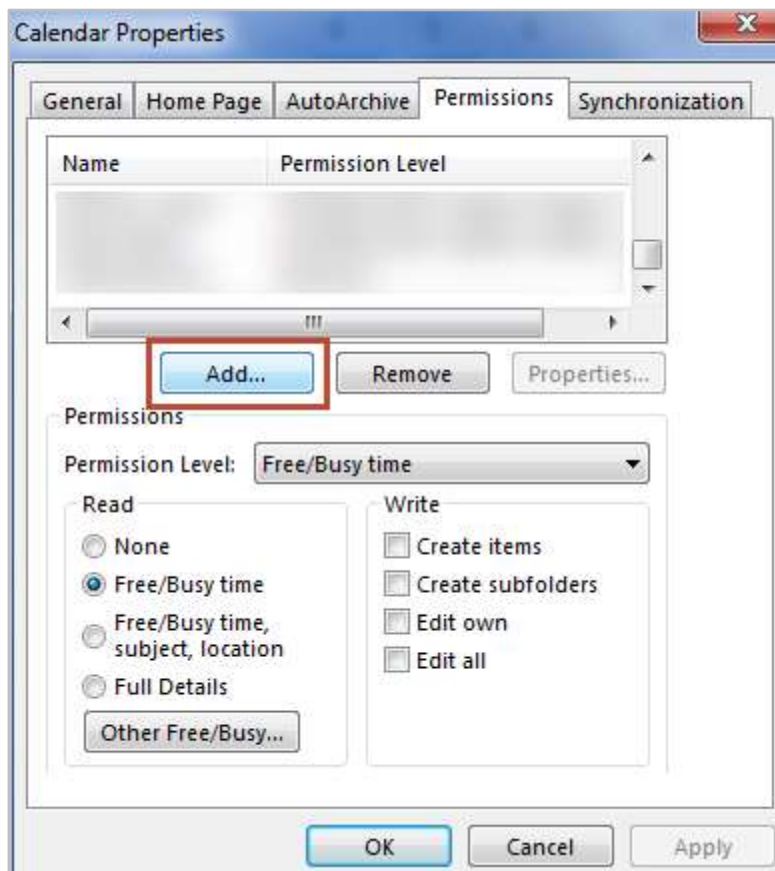
1. Open Microsoft Outlook
2. Click on the **Calendar icon/text** to view your calendar



3. In the Calendar window, click on the **Calendar Permissions** button on the Home tab

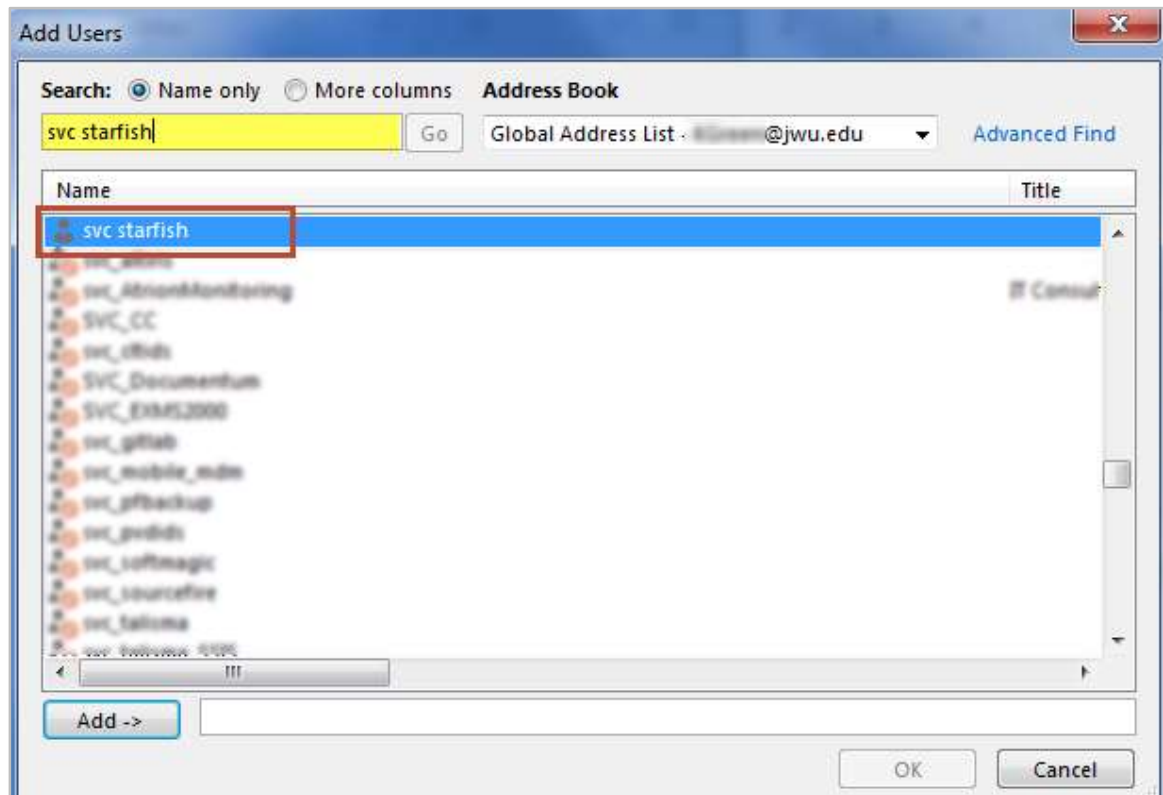


4. In the **Calendar Properties** window that pops up, click on the **Add...** button.



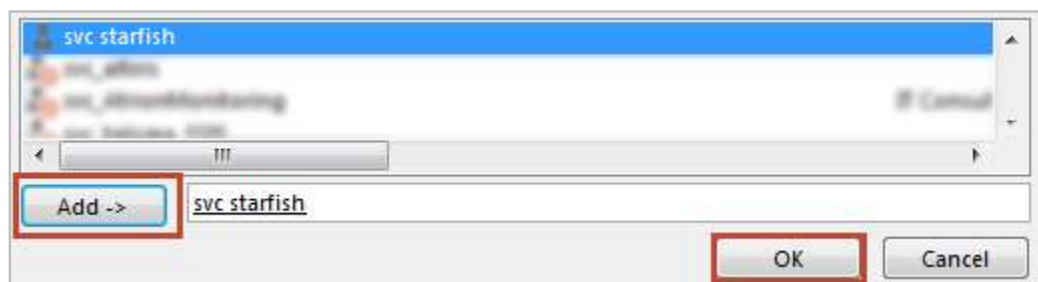
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5. In the **Add Users** window that pops up, type **svc starfish** in the search bar. As you type, the svc starfish name will be displayed in the list.



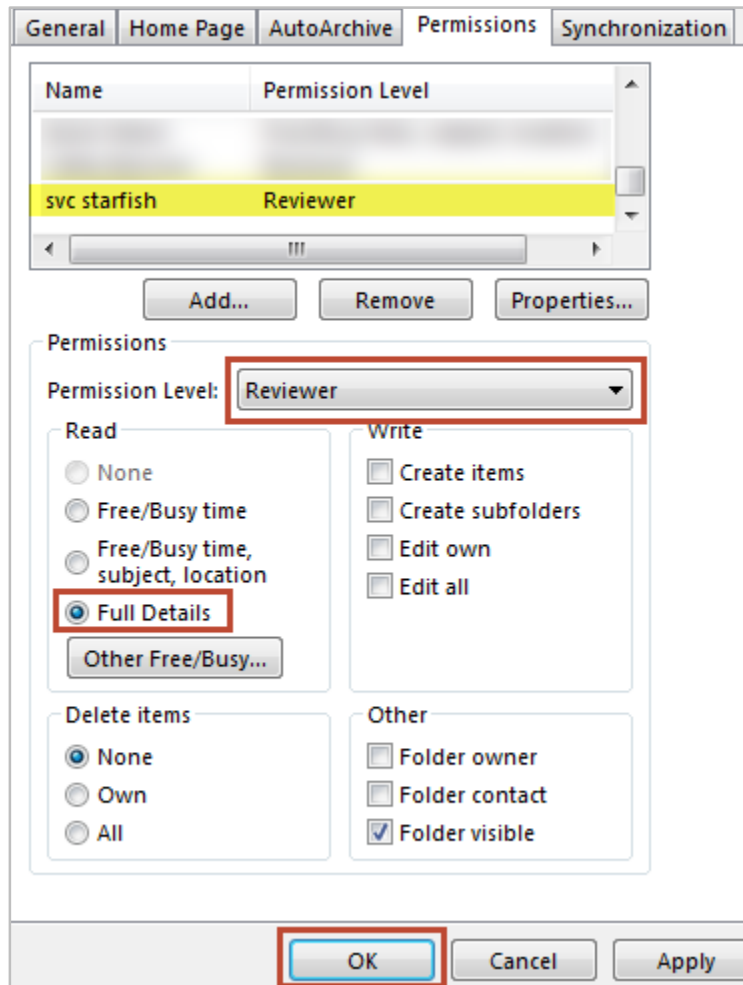
Note: In the **Address Book** drop down box, make sure the **Global Address List – username@jwu.edu** is selected and not the Offline Global Address List.

6. Click on the **svc starfish** name in the address book list and click the **Add ->** button. Click **OK** to continue.



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7. In the **Permissions** window, select **svc starfish** from the **Name** list.
 - a. Set the **Permission Level** to **Reviewer** from the drop down box
 - b. In the **Read** section, select **Full Details**
 - c. Click **OK** to finish adding sharing your calendar with uSucceed



The screenshot shows the Outlook 'Permissions' dialog box. At the top, there are tabs for 'General', 'Home Page', 'AutoArchive', 'Permissions', and 'Synchronization'. Below the tabs is a list of users with columns for 'Name' and 'Permission Level'. The user 'svc starfish' is selected, and the 'Permission Level' is set to 'Reviewer'. Below the list are buttons for 'Add...', 'Remove', and 'Properties...'. The 'Permissions' section is expanded, showing a 'Permission Level' dropdown menu set to 'Reviewer'. Under the 'Read' section, the 'Full Details' radio button is selected. Under the 'Write' section, there are checkboxes for 'Create items', 'Create subfolders', 'Edit own', and 'Edit all'. Under the 'Delete items' section, the 'None' radio button is selected. Under the 'Other' section, there are checkboxes for 'Folder owner', 'Folder contact', and 'Folder visible', with 'Folder visible' checked. At the bottom of the dialog, the 'OK', 'Cancel', and 'Apply' buttons are visible, with the 'OK' button highlighted.