

Adding Prep Deadlines to Outlook Calendar

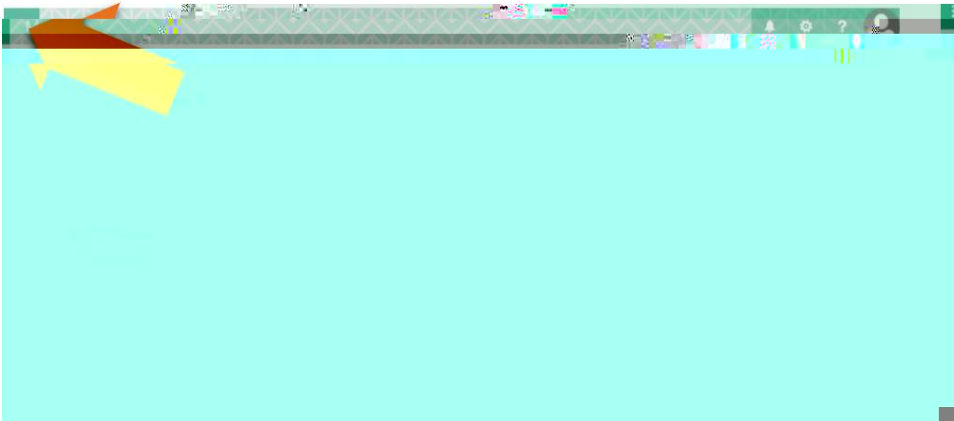


Prep deadlines will now be set on the Microsoft Outlook Calendar. Some tasks will be set directly to your Calendar by teachers through Teams or Google Classroom. You will need to add other tasks to your Calendar, in order to keep organised.

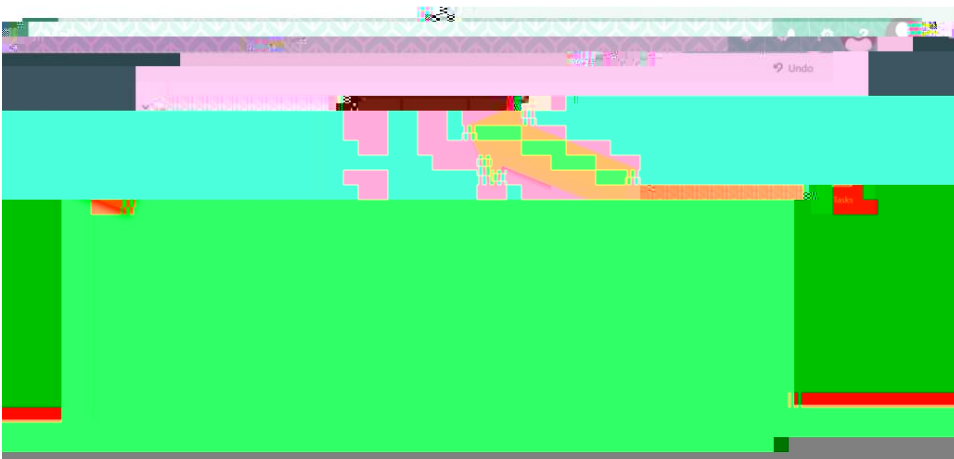
Log in to Outlook as usual:

- Through a desktop shortcut
- View the School's website under 'Portals' and 'Webmail'

Select the Calendar icon, It may be in the upper left or lower left corner of Outlook depending on which version you are using:



then:



Or, alternatively:

You will then see your Calendar displayed on the screen.

To add a prep task and deadline to your calendar, select 'New Appointment'.

