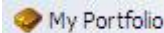
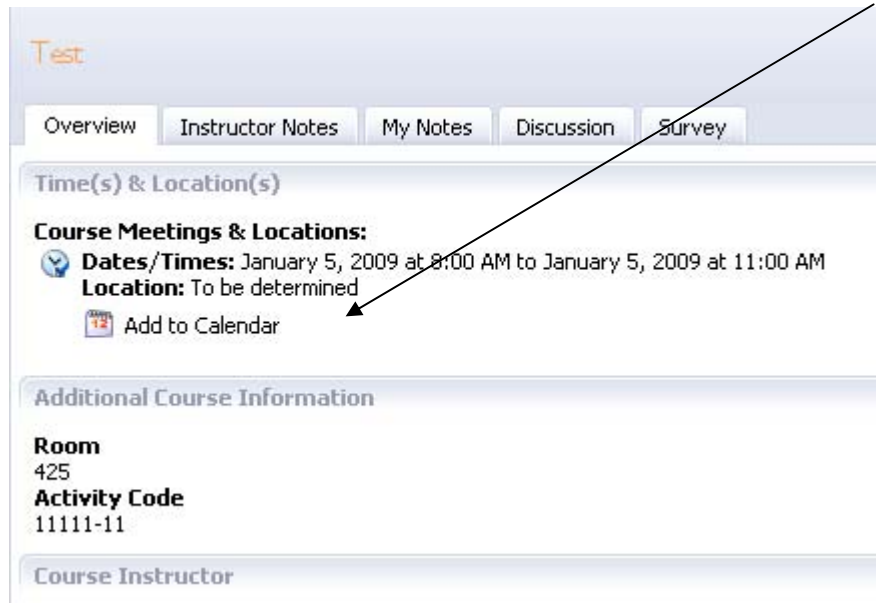

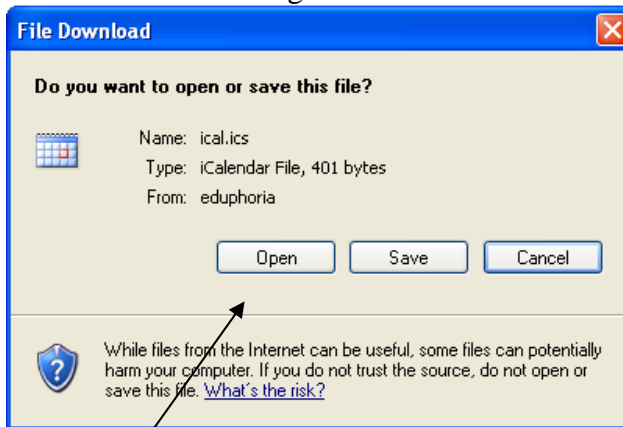


## Adding a Course to your Outlook Calendar:

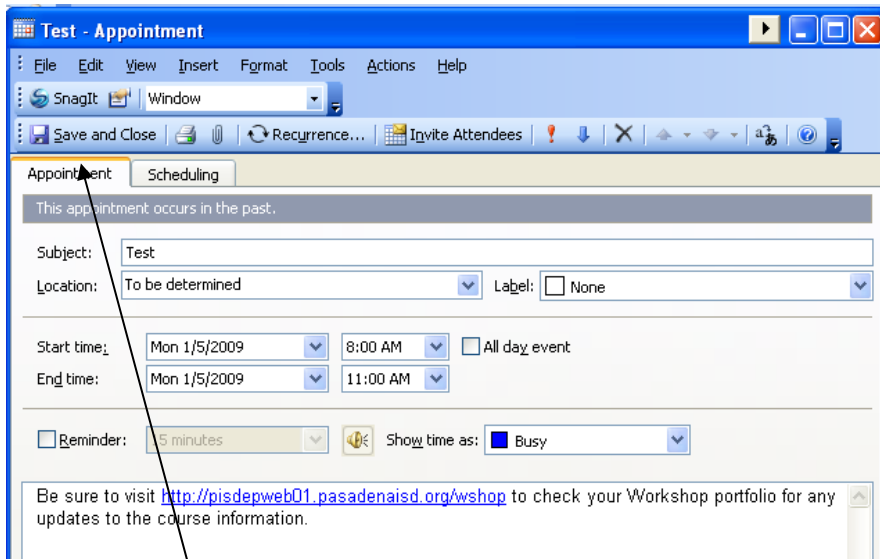
1. Register for the course in *eduphoria! Workshop*
2. After registering, go into MY PORTFOLIO in left column. 
3. Double click on the course that you just registered for (in middle column)
4. Under the Heading “Time(s) & Locations(s)” icon “Add to Calendar”



Once you have clicked  Add to Calendar  
You will see the dialogue box below.



Click Open and you will see the dialogue box below:



Click “Save and Close” and the session will be added to your Outlook Calendar.

**IMPORTANT NOTE:**

**This only works if a teacher has Full Outlook open at the time (this will not work with web-based Outlook).**