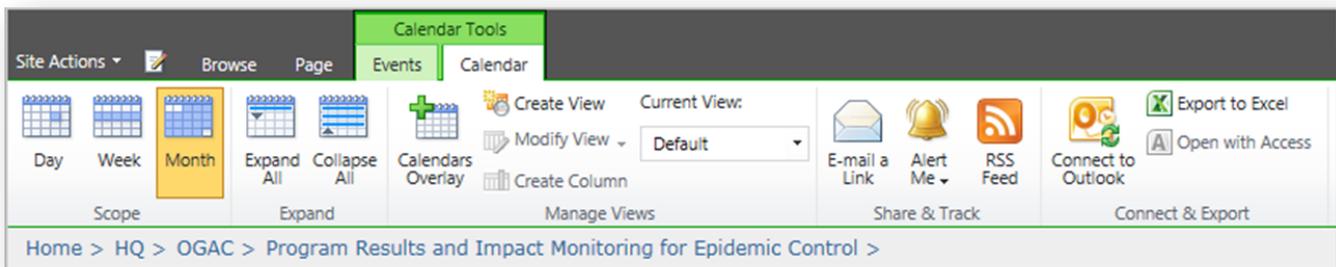




How do I Connect a PEPFAR SharePoint Calendar to Outlook?

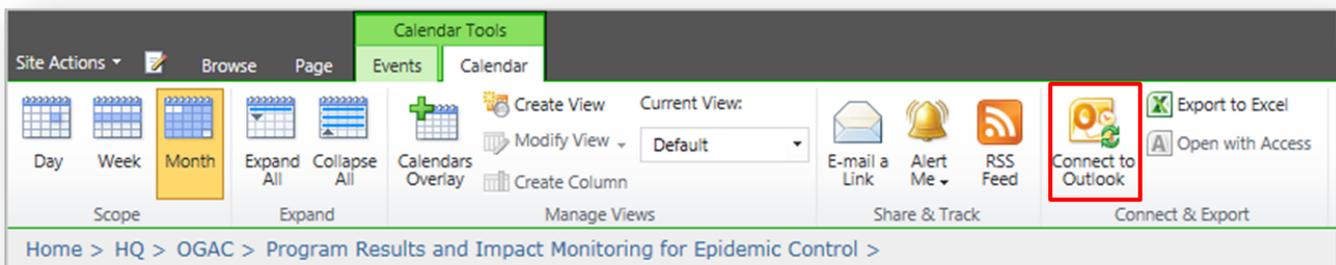
Step 1

Navigate to the homepage of the site in PEPFAR SharePoint that is home to the calendar you wish to connect to Microsoft Outlook. Click somewhere in the whitespace of your calendar to activate the Calendar Tools ribbon at the top of the page.



Step 2

On the Calendar tab, click the button to “Connect to Outlook”.



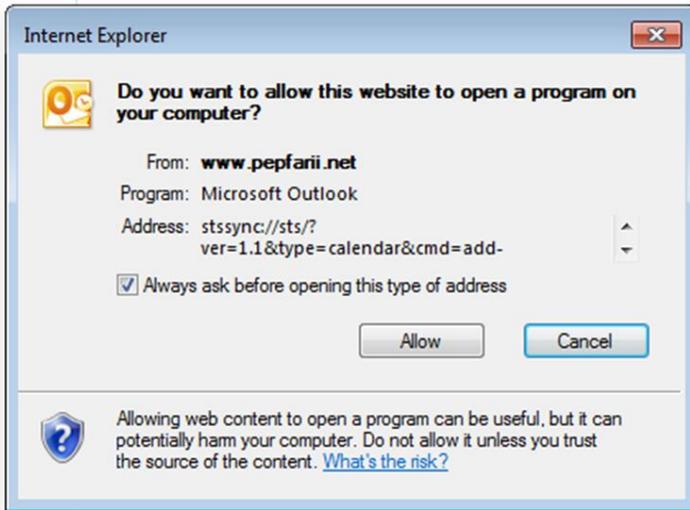
Step 3

A pop-up appears to ask if you want to allow the website to open a program on your computer. Click “Allow”. If you get an Internet Explorer Security pop-up after that, click “Allow” again.



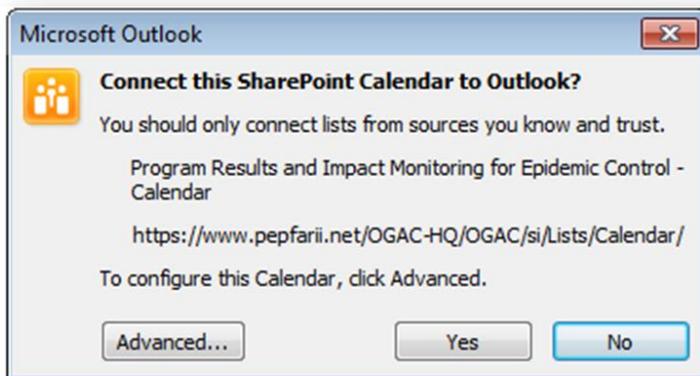
PEPFAR

U.S. President's Emergency Plan for AIDS Relief



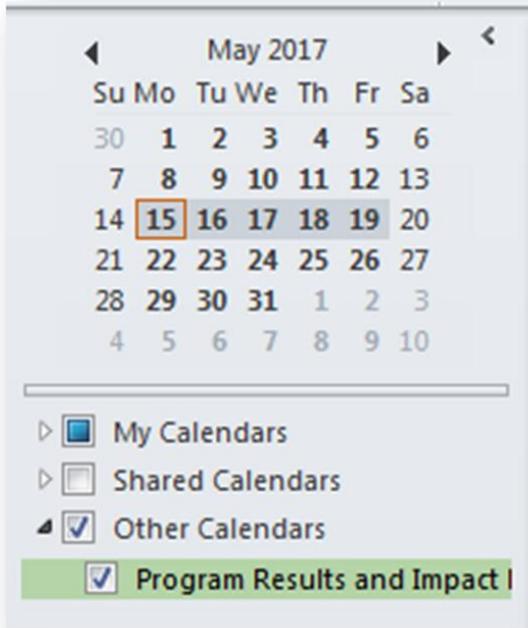
Step 4

A new pop-up appears to ask if you want to connect the SharePoint calendar to Outlook. The pop-up will give you the website address of the calendar you are trying to connect (double check that this matches the web address of your PEPFAR SharePoint site. Click “Yes”.



Step 5

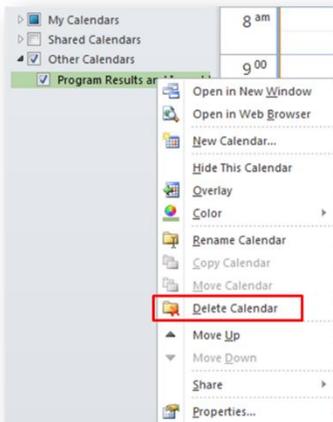
You will now see your calendar connected to your Outlook e-mail. It will display under “Other Calendars”.



How do I disconnect a PEPFAR SharePoint calendar from Outlook if I no longer need it?

Step 1

Open your Calendar pane in Outlook. Right click on the name of the SharePoint calendar you wish to disconnect. Click “Delete Calendar”.





Step 2

An Outlook pop-up will appear asking if you want to delete the calendar from your Outlook profile. Deleting the calendar from your Outlook profile will not delete the contents of the calendar from PEPFAR SharePoint; it will only disconnect the SharePoint calendar from your Outlook. Click “Yes”.

