# ST. JOHNS COUNTY SCHOOL DISTRICT

# Professional Development

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 **SUBJECT: Professional Development Calendar Instructions**

The instructions on how to put the Professional Development Calendar on your Outlook Calendar. Open Outlook and follow instructions.

Step 1: Click on the **Calendar Icon** at bottom of page.

Step 2: Top of page: Click on **Open Calendar**. A drop down box will state **Address Book.** Then

Click on **Address Book.**

Step 3: A **Search Box** will open up. Type **Professional Development** in box, click **GO.**

Step 4: Make sure to the right of the **Search Box** the **Advance Find** box states **Offline Global Address List.**

Step 5: Box at the bottom of the **Search Box** click the **OK.**

Step 6: Under **Shared Calendars on left of screen**/Look for the **Professional Development Calendar**.

 Check the box to view the calendar.

 Open Outlook

5. Click **OK** box



1. Click on **calendar**



2. Click on **Open Calendar**. A drop down box will say **Address Book. Click on Address Book**

3. Type **Professional Development** in box

And click **GO box.**

4. Needs to say Offline Global Address List

 Professional Development Calendar will look like this.

6. Professional Development Calendar/check box to view calendar

