

Adding the fpmabsences and fpmequipment calendars.

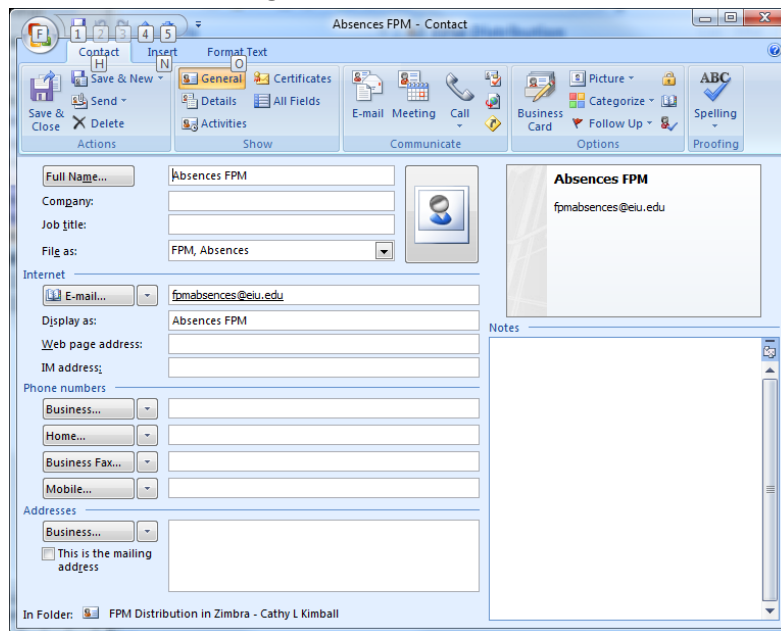
Adding the calendars is a two step process. We share the calendar and you accept the calendar.

1. First we will share the calendar with you. You will get an email. Don't open it outlook.
2. You will need to log into www.eiu.edu/panthermail. There will be an email asking you to accept the calendar. Press the **Accept Share** button and **press Yes**.

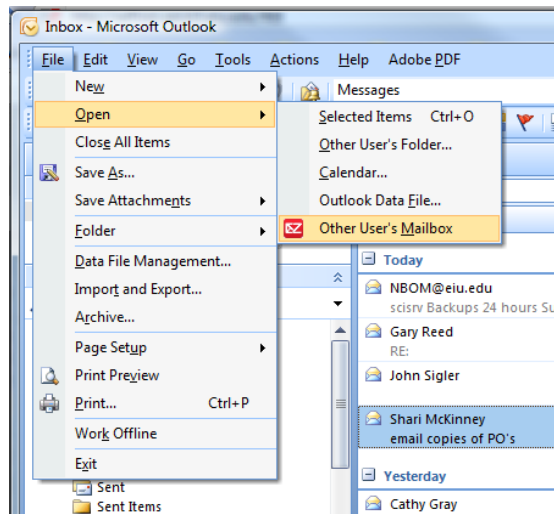


- a. If you are using only Panthermail Online, you are done. If you are using Outlook continue on.
- b. Open up outlook.
 - i. Create a local address book for the email fpmabsences@eiu.edu and fpmequipment@eiu.edu.

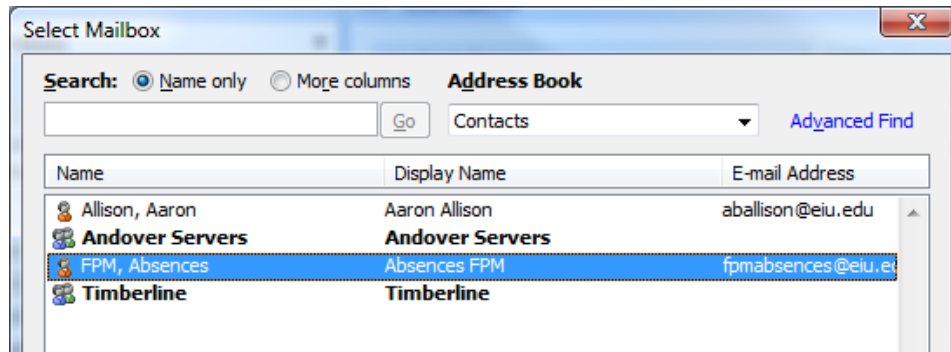
1. When creating the contact include the Full Name field and the email field.



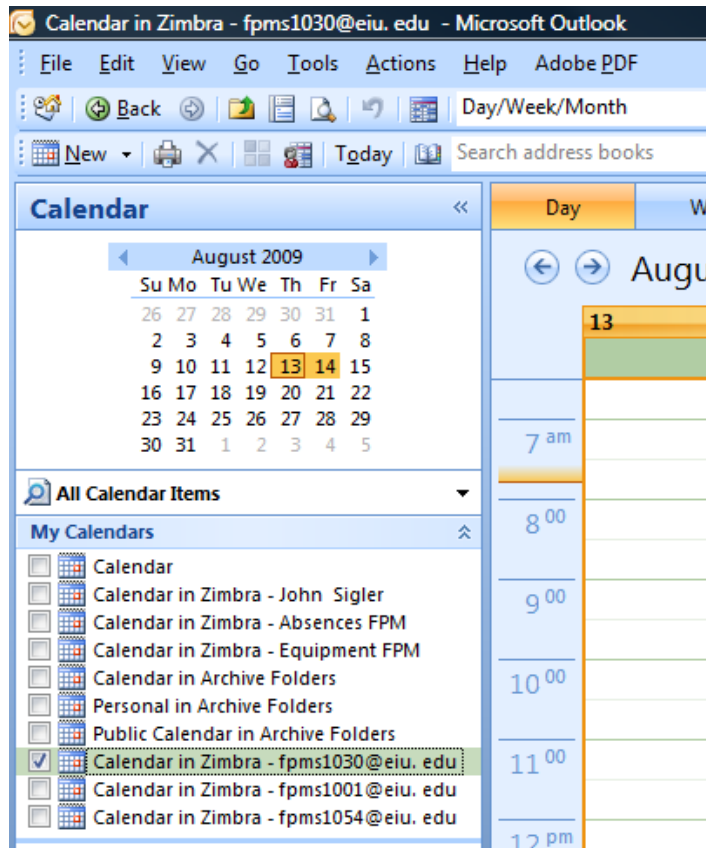
- ii. Go to File > Open **Other User's mailbox**



iii. Choose the contact from **your contacts** (not the Global List)



iv. Now you will be able to see the calendar in Outlook.



If you have any questions please call Aaron Allison or Cathy Kimball