

## **Cultural Calendar Instructions**

Please follow these instructions below on how to save this useful calendar for your diaries.

How to add the calendar to online Outlook:

- 1. In Outlook, open the **Calendar** tab.
- 2. Click on Add calendar.
- 3. Click on Add from directory or click on Add from Address Book
- 4. Choose your NHS.net email address in the dropdown list that appears.
- 5. Search for and select the Cultural Calendar **uhsussex.cultural@nhs.net** then click on **Add**.
- 6. Select the **Cultural Calendar** to display it in Outlook online.

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How to add the calendar to **Desktop Outlook** (only where applicable):

- 1. In Outlook, open the **Calendar** tab.
- 2. Click on Add calendar.
- 3. Click on From Address Book
- 4. Choose your NHS.net email address in the dropdown list that appears.
- 5. Search for, select and double-click on the Cultural Calendar **hsussex.cultural@nhs.net** then click on **OK.**
- 6. Select the **Cultural Calendar** to display it in Outlook online.

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File         Home         Send / Receive         Folder           Max         New New Add Facus         New New New Add Facus         New New Add Facus         New New Add Facus         New	<ul> <li>d the Cultural Calendar to Desktop Outlook</li> <li>I in Outlook, open the Calendar tab.</li> <li>Click on Add calendar.</li> <li>Click on From Address Book</li> <li>Choose your NHS.net email address in the dropdown list that appears.</li> <li>Search for, select and double-click on the Cultural Calendar uhsussex.cultural@nhs.net then click on OK.</li> </ul>
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You can now view upcoming staff network meetings and major cultural awareness dates and events locally, regionally, nationally and internationally via our UHSussex Cultural Calendar.