

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.

Add the Cultural Calendar to Online Outlook

The screenshot illustrates the process of adding the Cultural Calendar to Outlook. On the left, the Outlook interface shows the 'Calendar' tab selected, with a calendar view for June 2024. The 'Add calendar' sidebar is visible, with 'Add calendar' and 'Go to my booking page' options. Below the sidebar, the 'My calendars' section shows the 'Cultural (UNIVERSIT...' calendar selected. On the right, the 'Add from directory' search results window is shown, displaying a list of search results for 'cultural'. The results include 'CULTURAL (UNIVERSITY HOSPITAL... uhsussex.cultural@nhs.net)', 'CULTURAL-AMBASSADOR (THE R... nhs-tr.cultural-ambassador@nhs.net)', 'CULTURALREVIEW (NHS SURREY ... sghheartlands@nhs.net)', and 'CULTURALREVIEWUHB (UNIVERS... uhb-tr.culturalreview@nhs.net)'. The first result is highlighted, and an arrow points to it from instruction 5. Below the search results, a calendar view for July 2024 is shown, with the 'Cultural' calendar visible.

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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.

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.

Add the Cultural Calendar to Desktop Outlook

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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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.