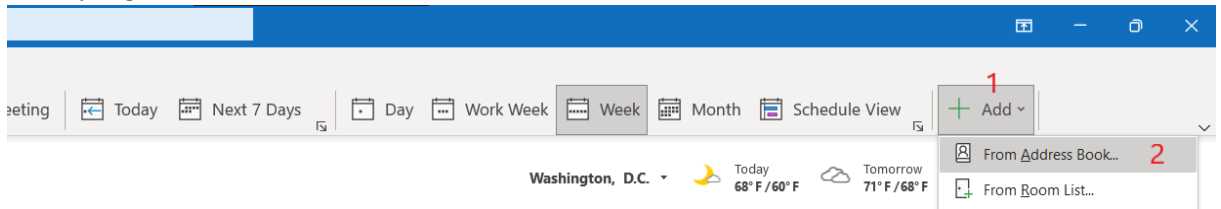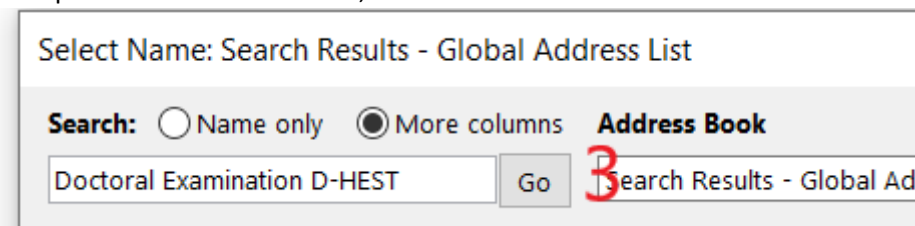# Instructions to open the shared calendar
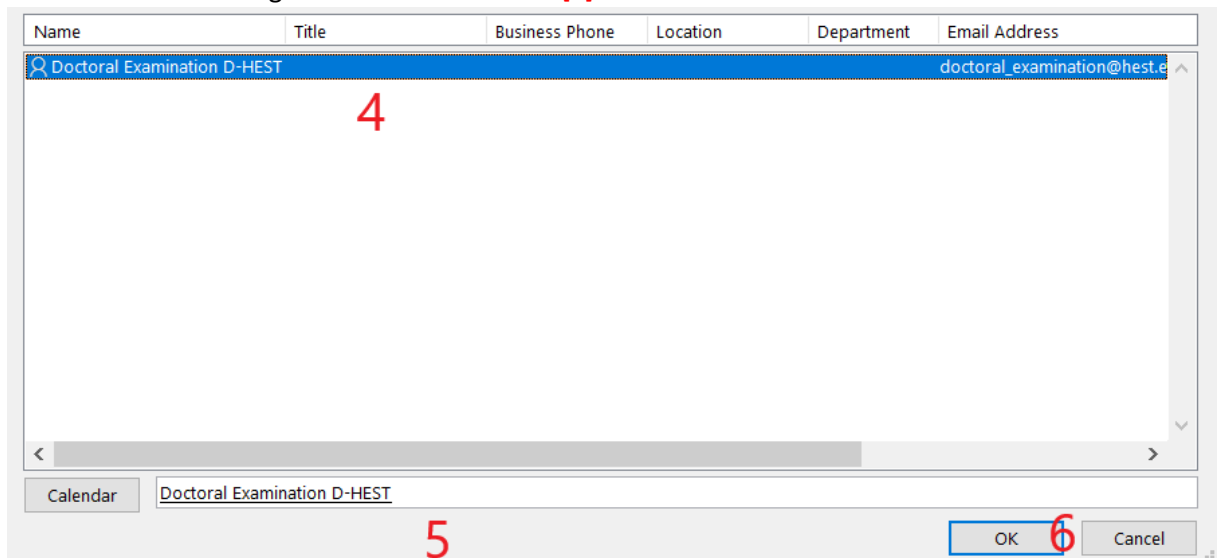
- Open Outlook
- Switch to Calendar Tab
- On Top Right, Select "Add" -> "From Address Book"

- In top left of the new Window, Search for "**Doctoral Examination D-HEST**"

- In the middle area of this window, double-click the listed entry [4]
- Make sure "Doctoral Examination D-HEST" has been added to text field in the bottom [5]
- Select OK in bottom right to add the calendar. [6]

- You now should have the calendar available in the Shared calendars
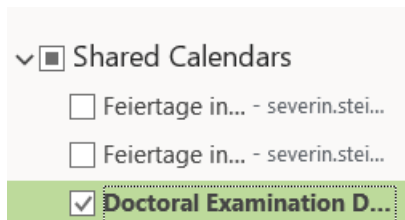
Please indicate your availability in the calendar as follows: