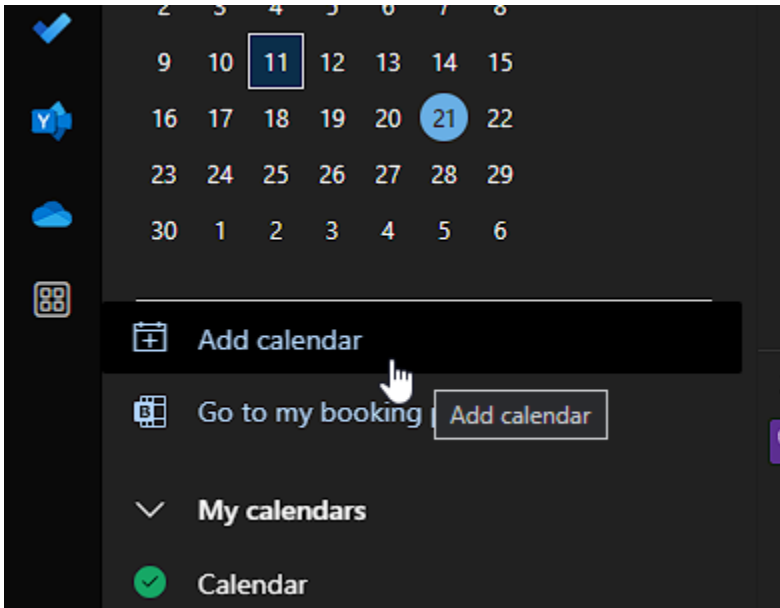
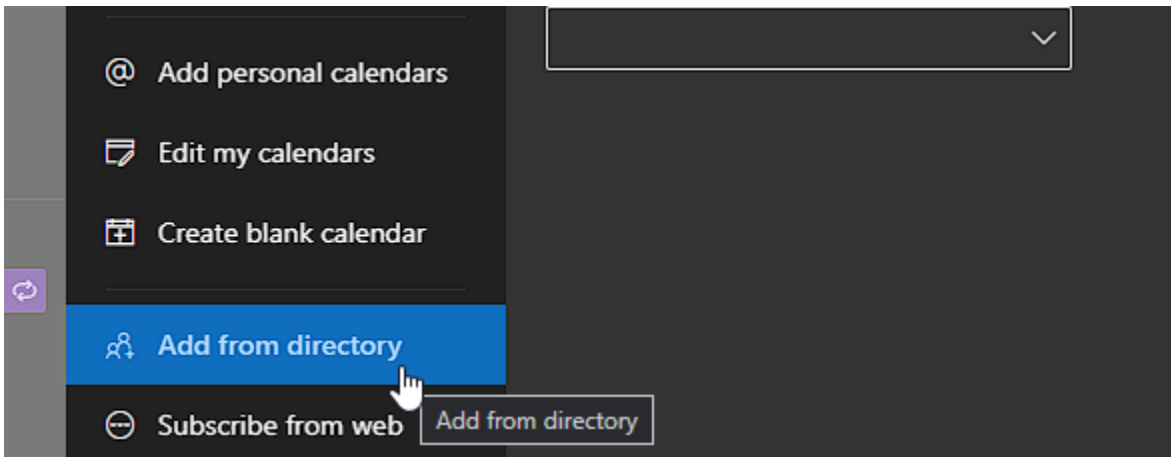


## Adding to Training Calendar

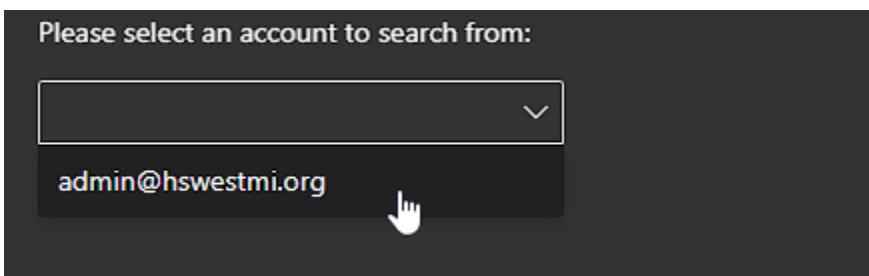
1. Go to your Outlook Calendar or <https://outlook.office.com/calendar>
2. Click "Add Calendar"



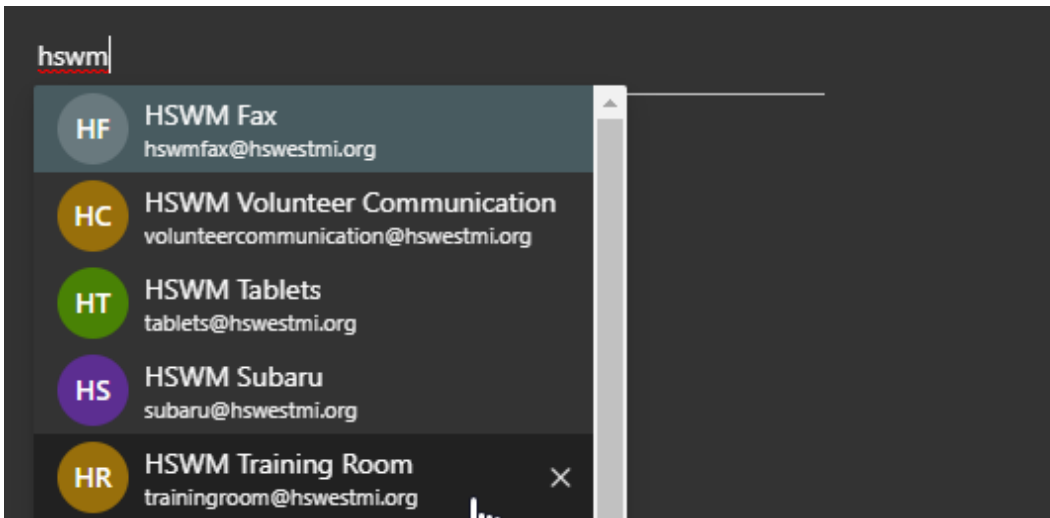
3. Go to "Add from directory"



4. Use the drop down and click on your username



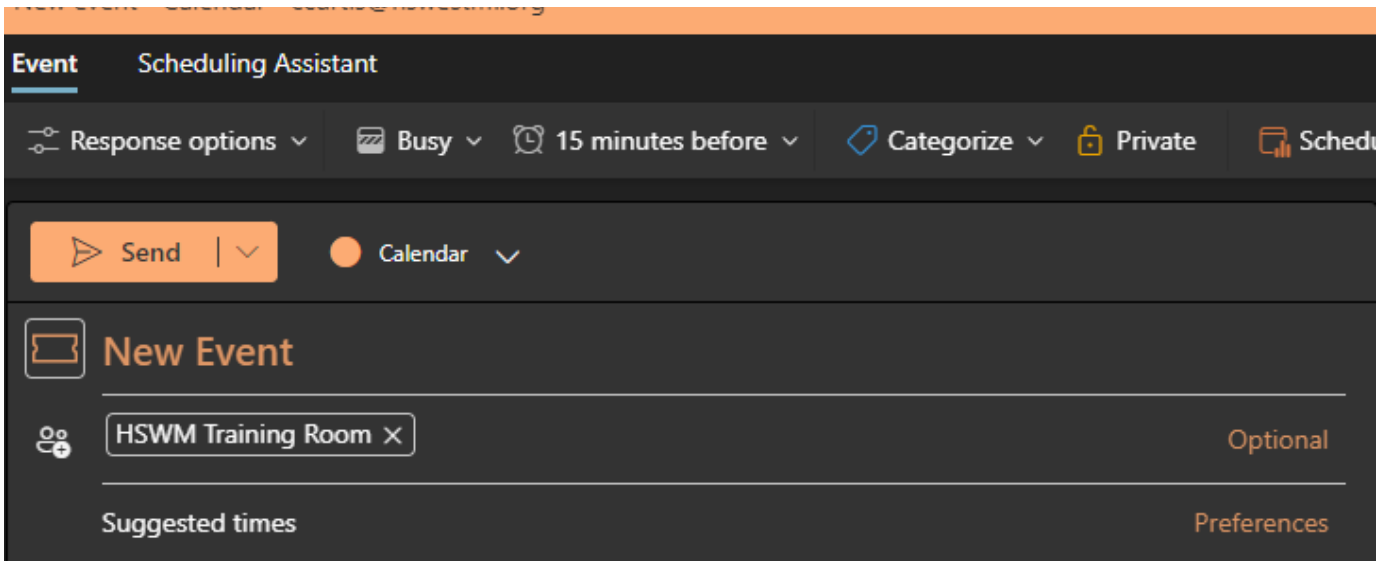
5. Search for HSWM Training Room



6. Select, then click Add

## Adding Events to Training Room

1. Create a new event
2. Enter Details of event then add HSWM Training Room to the invitees



3. This will verify the time and send you confirmation. You should see it appear on the calendar after a couple minutes.