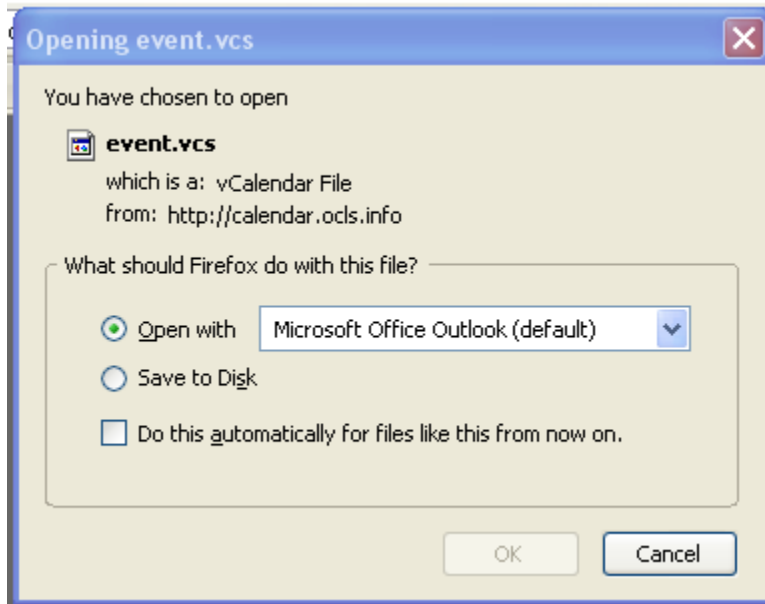


Easy to follow steps to Add OCLS Event Listings to Your Outlook Calendar!

From the Programs page:

1. Click on the link "Add this program to your personal calendar"

Edgewater Branch: Tuesday, May 6, 6:30 p.m.
Add this program to your personal calendar ←



2. Click on *Open* in the File Download pop-up window. This will open an Outlook Appointment window on your screen.
3. The title of the event should be listed as the Subject. The Start Time, End Time and Location field should all be populated with the Event information. The Notes field should display the Event description. Review the information and click on *Save and Close* to add the event to your calendar.

Please note that saving the Event to your calendar does not mean that you have registered for the event.

From the Calendar of Events page:

4. Go to the [Calendar of Events](#) page
5. Find the listing for the program or event you want to add to your Outlook calendar
6. Click on *Download to calendar* (If you are in Calendar View, you will need to click on the event first and then click on *Download to calendar*).

Display Personal Schedule **View:** [Calendar View](#) | [List View](#) Language: [English](#) [Home](#)

More Info/Register Email a friend Notify me Print Download to calendar

[HOW TO USE THE MOUSE AND KEYBOARD](#)

Event Type: Computer Classes
Date: Monday, October 01, 2007
Start Time: 10:00 AM
Library: Orlando Public Library
Description: Learn how to use the mouse and keyboard devices to navigate within the computer. Practice using these two devices with exercises and online resources.
Recommended Audience: Adults
Other: All classes are free to Orange County district resident cardholders, Fee cardholders, and Orange County Property Owner cardholders. Registration is required. To register, you can do so online, ...

Download this event to my calendar

7. Click on *Open* in the File Download pop-up window. This will open an Outlook Appointment window on your screen.
8. The title of the event should be listed as the Subject. The Start Time, End Time and Location field should all be populated with the Event information. The Notes field should display the Event description. Review the information and click on *Save and Close* to add the event to your calendar.

Please note that saving the Event to your calendar does not mean that you have registered for the event.