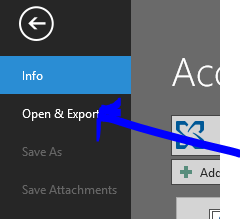
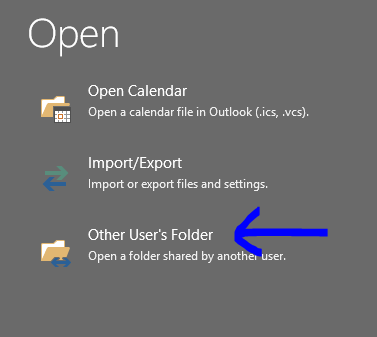
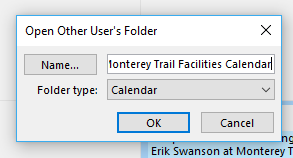
Step 1: In your calendar click on File

Step 2: Click on

Open & Export

Step 3: Click on

 Other User’s Folder

Step 4: Type in

Monterey Trail Facilities Calendar

and hit OK. The calendar should now show in under Shared Calendars in Outlook.