

# Adding Prep Deadlines to Outlook Calendar

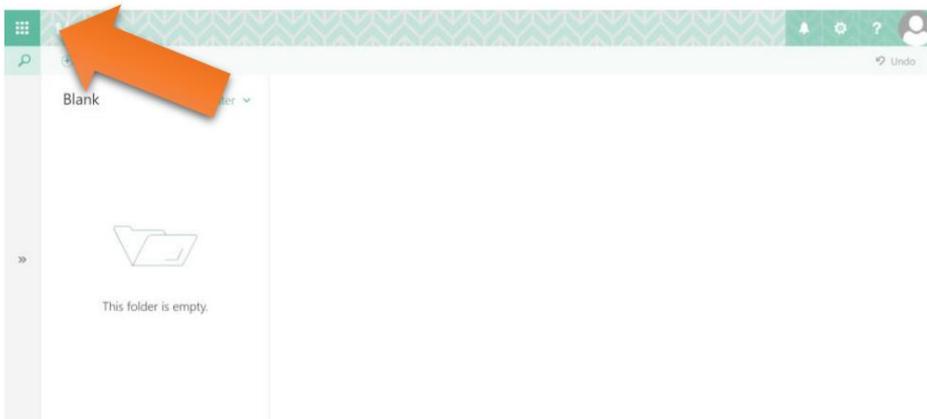


Prep deadlines will now be set on the Microsoft Outlook Calendar. Some tasks will be set directly to your Calendar by teachers through Teams or Google Classroom. You will need to add other tasks to your Calendar, in order to keep organised.

Log in to Outlook as usual:

- Through a desktop shortcut
- View the School's website under 'Portals' and 'Webmail'

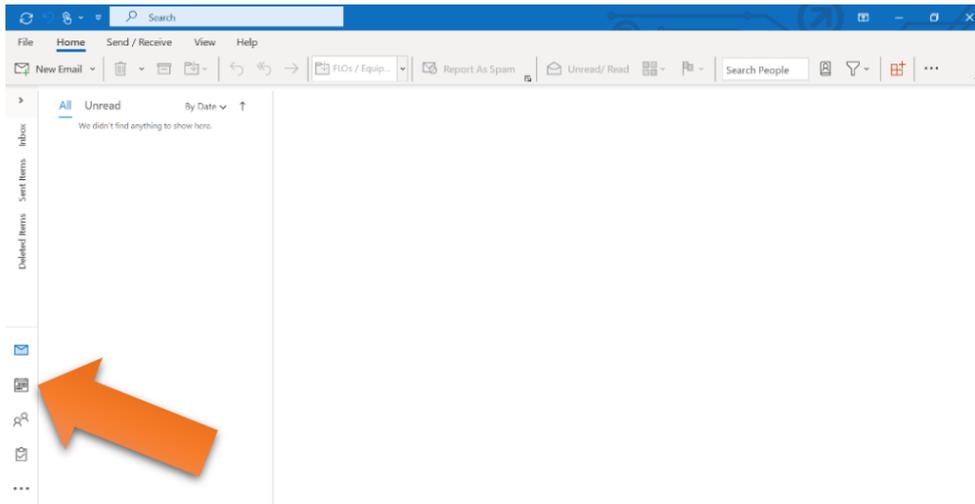
Select the Calendar icon, It may be in the upper left or lower left corner of Outlook depending on which version you are using:



then:

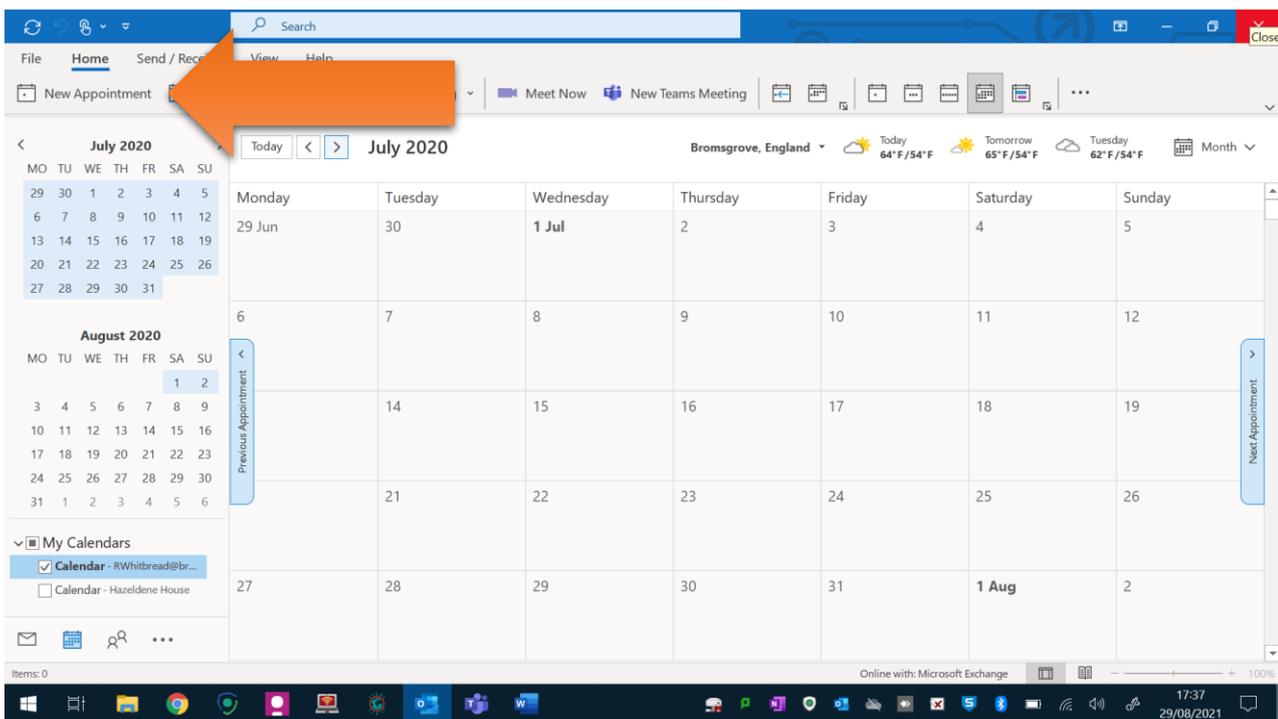


Or, alternatively:

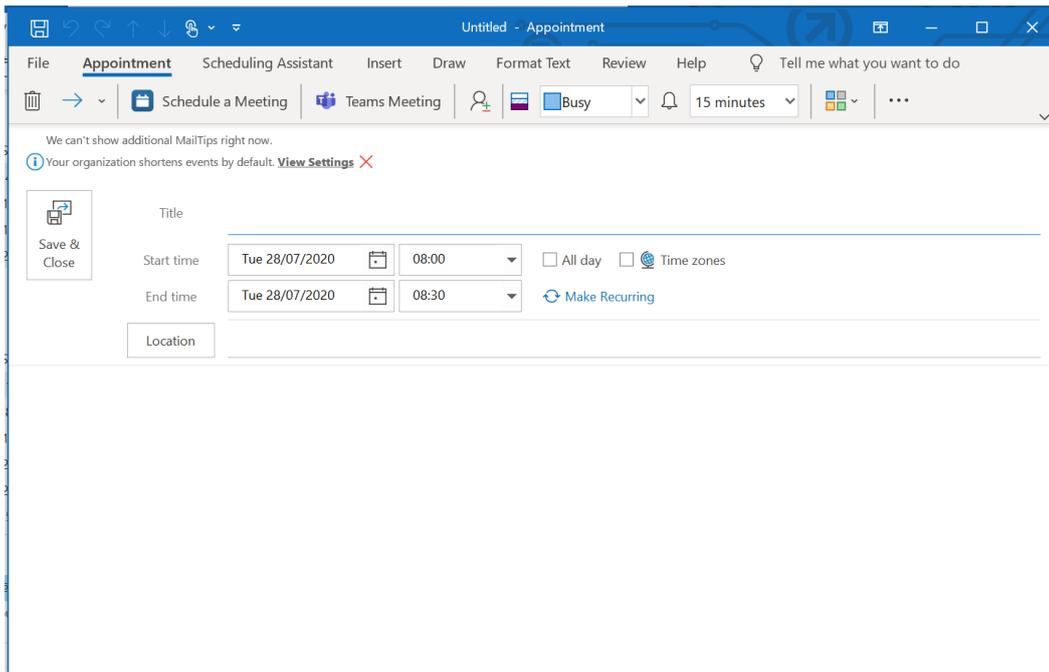


You will then see your Calendar displayed on the screen.

To add a prep task and deadline to your calendar, select 'New Appointment'.



This will display the following window:

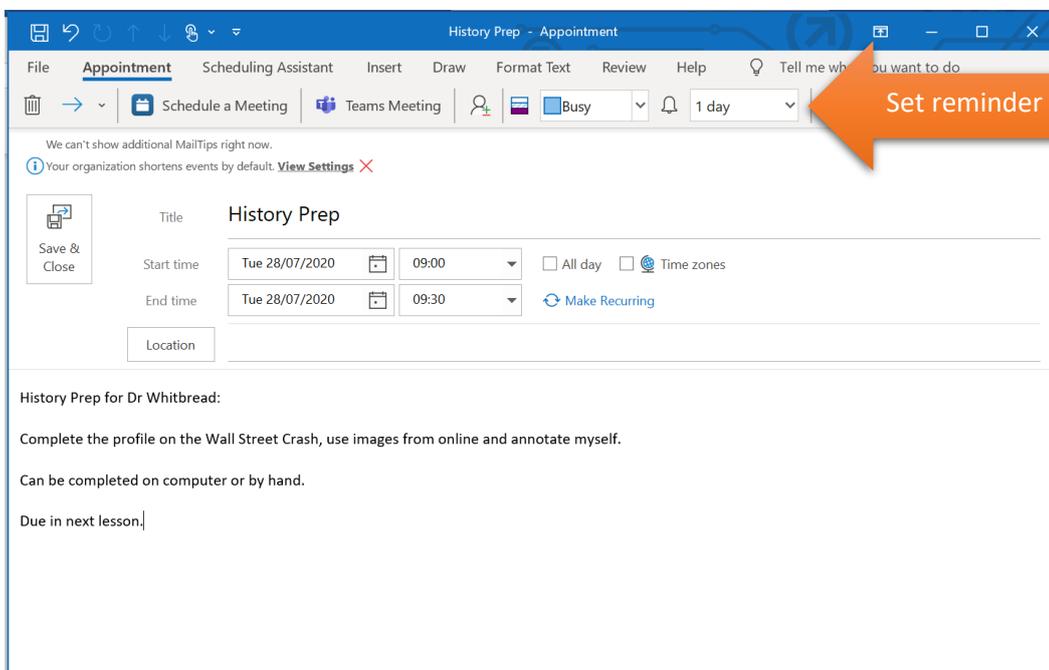


You should complete the following information:

Title – the subject that the prep is for

Start and End Time – when your prep is due

At the bottom of the window, you can enter more details on the nature of the prep task, how to complete it, and any further information on how to hand it in.



You can also select if you wish to set a reminder about the prep task, for example 24 hours in advance.

When you are finished entering information, press 'Save and Close'. The prep task is now added to your Calendar.