

# Checking Outlook Calendar for Preps

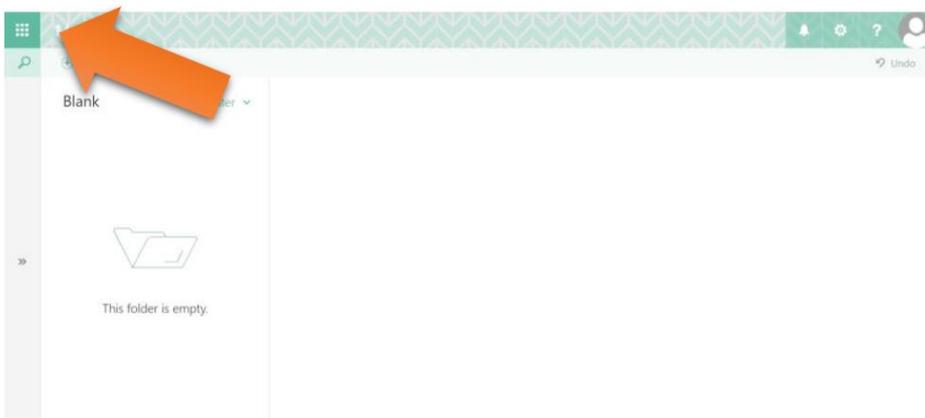


Prep deadlines will now be set on the Microsoft Outlook Calendar. In order to check your prep tasks and deadlines, it is therefore important that you access this Calendar regularly.

Log in to Outlook as usual:

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

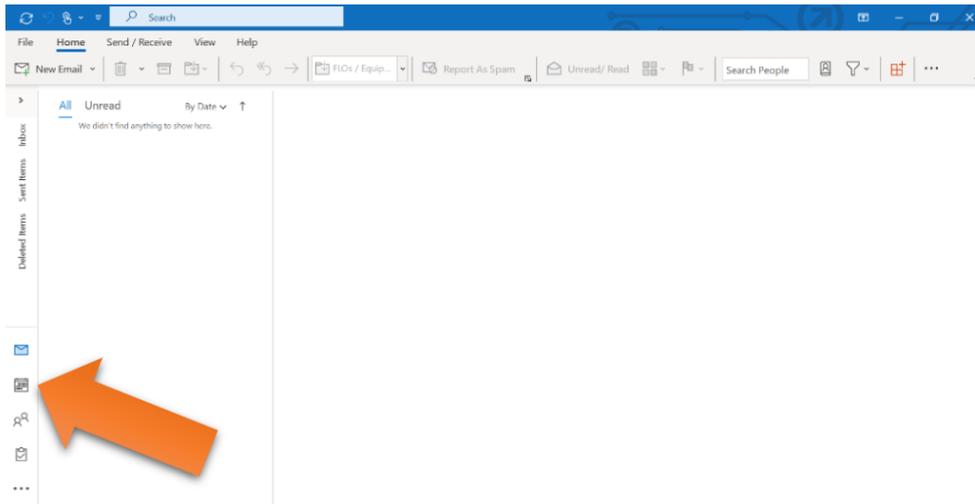
Select the Calendar icon, It may be in the upper left or lower left corner of Outlook depending on which version you are using:



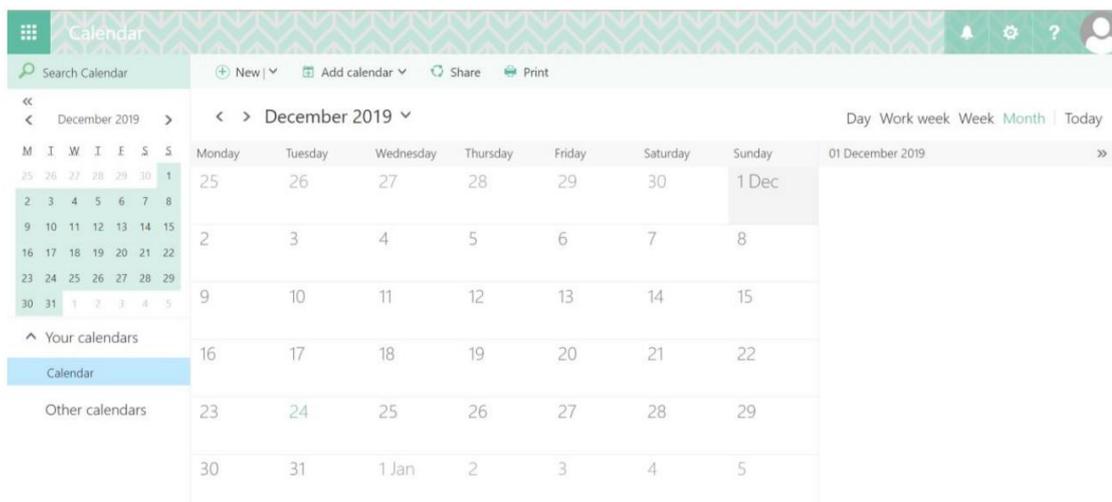
then:



Or, alternatively:



You will then see your Calendar displayed on the screen.



Deadlines for prep tasks will appear as appointments on the day that they are due.

If you hover your mouse / cursor over a task, further information / instructions from your teacher will be displayed.

