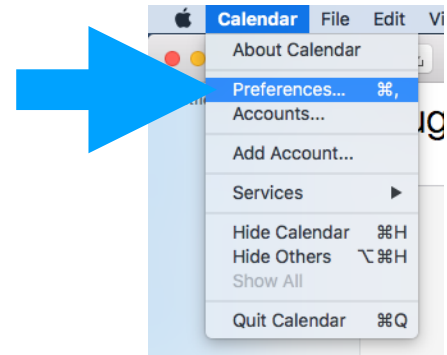


Add a Shared Calendar to a Mac

Open the Calendar App on your Mac.



Within the Calendar app, select 'Calendar' from the menu bar and then select 'Preferences'.



Select 'Accounts'. Select 'Westfield State'. Select 'Delegation'. Click the '+' and type in the name of the shared calendar that you have access to.

