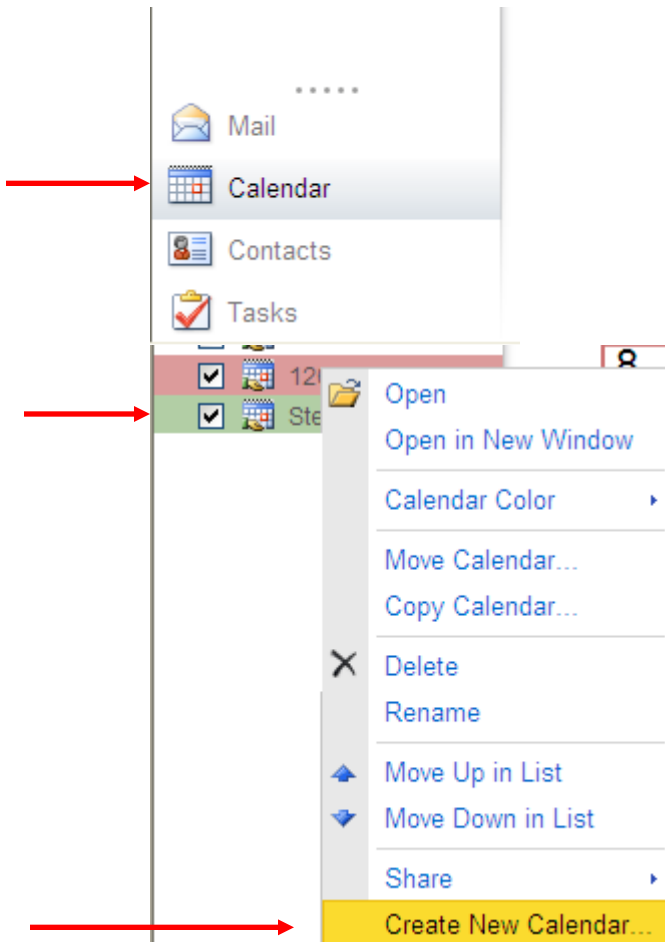


## Sharing and Creating a Personal Calendar at Live@Edu

To log into Live@Edu, go to the District's WebPage, look for Office 2010 on the left side and click on the Office 2010 (Link). Login using your Live@Edu account.

After you log into Live@Edu account follow the directions below:

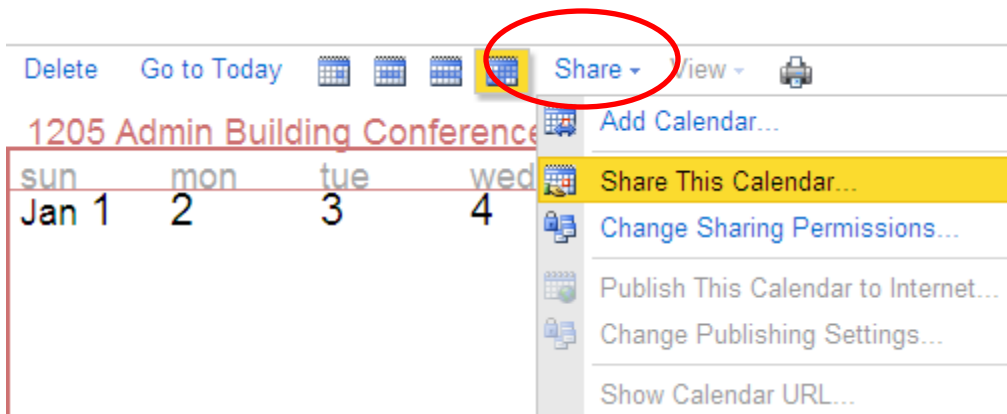
To create a new calendar, click on calendar, on left side bottom



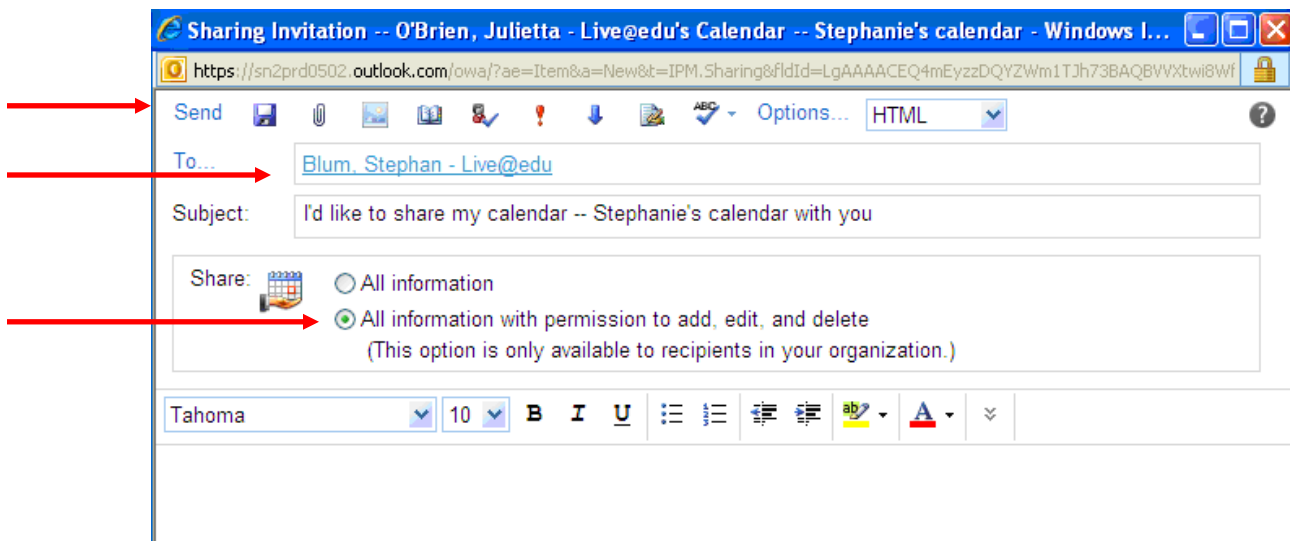
With your mouse hovering over your own calendar right click and select "Create New Calendar".

Name the Calendar and make sure the box is checked.



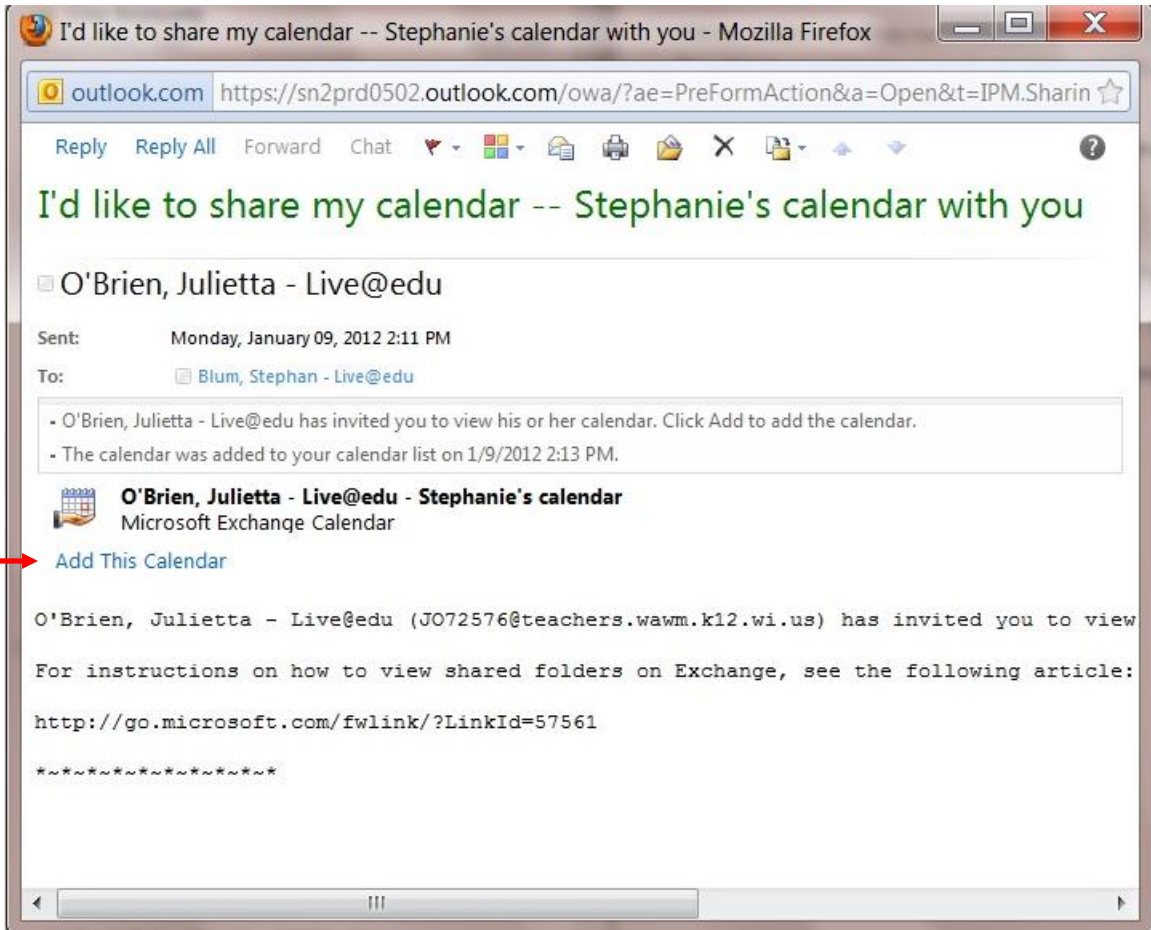


On the menu, click on Share dropdown and select “Share This Calendar”. An email window will appear. Enter the email address for the recipient. Make sure you select “All information with permission to add, edit and delete” so your invitee can edited your calendar.



Click on the send button.

The recipient you invited through email must open the email and click on “Add this calendar” (See below)



The picture below shows 2 calendars that were edited by the invitee/recipient.

