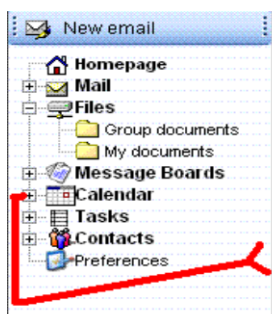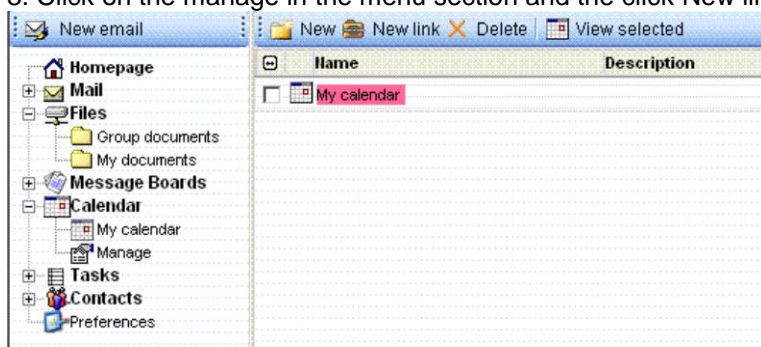How to add shared calendars to my e-mail calendars?

1 Open the the Town's E-Mail via a web client and login.

2. Once logged in to e-mail Expand the Calendars section by clicking on the plus sign to the left of calendar in the menu section.
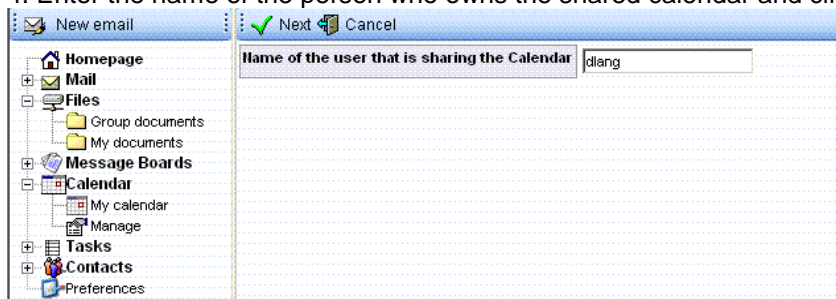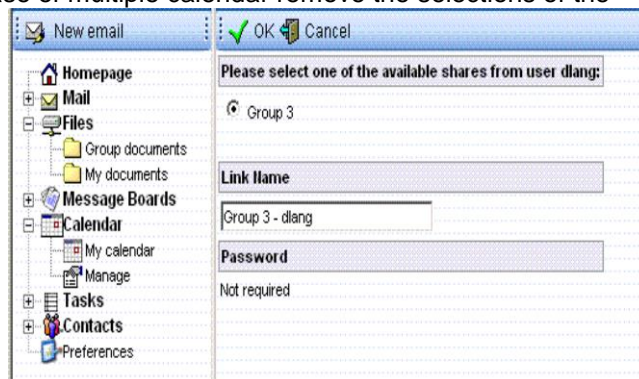

3. Click on the manage in the menu section and the click New link in the main screen.

4. Enter the name of the person who owns the shared calendar and click next.

5. The calendar comes up selected for you. In case of multiple calendar remove the selections of the

calendars you do not want to view and click OK.

6. Congratulations, You are done.