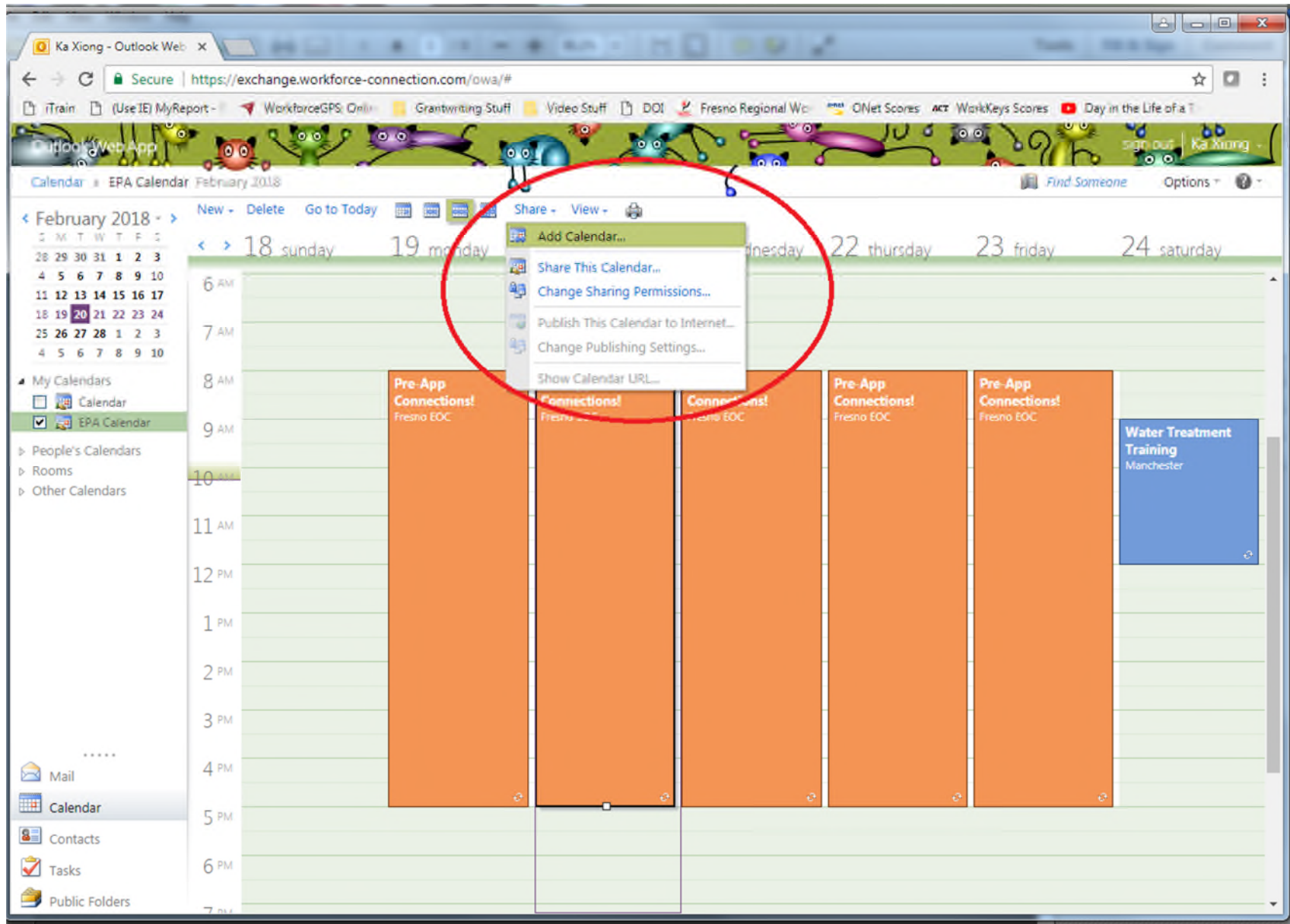
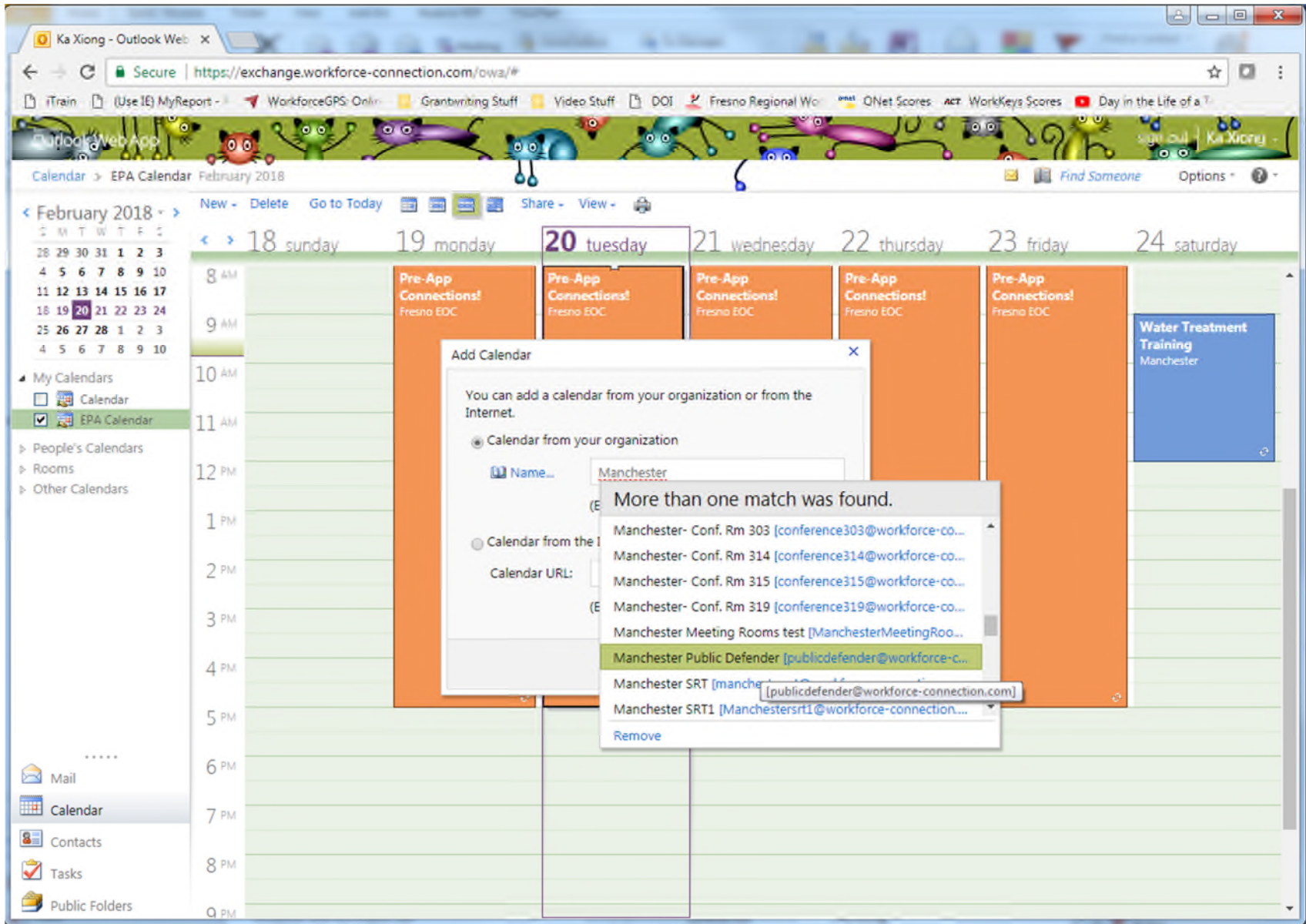


View Public Defender Calendar for Outlook Web Access

1) On the ribbon, click 'Share' and 'Add Calendar...'

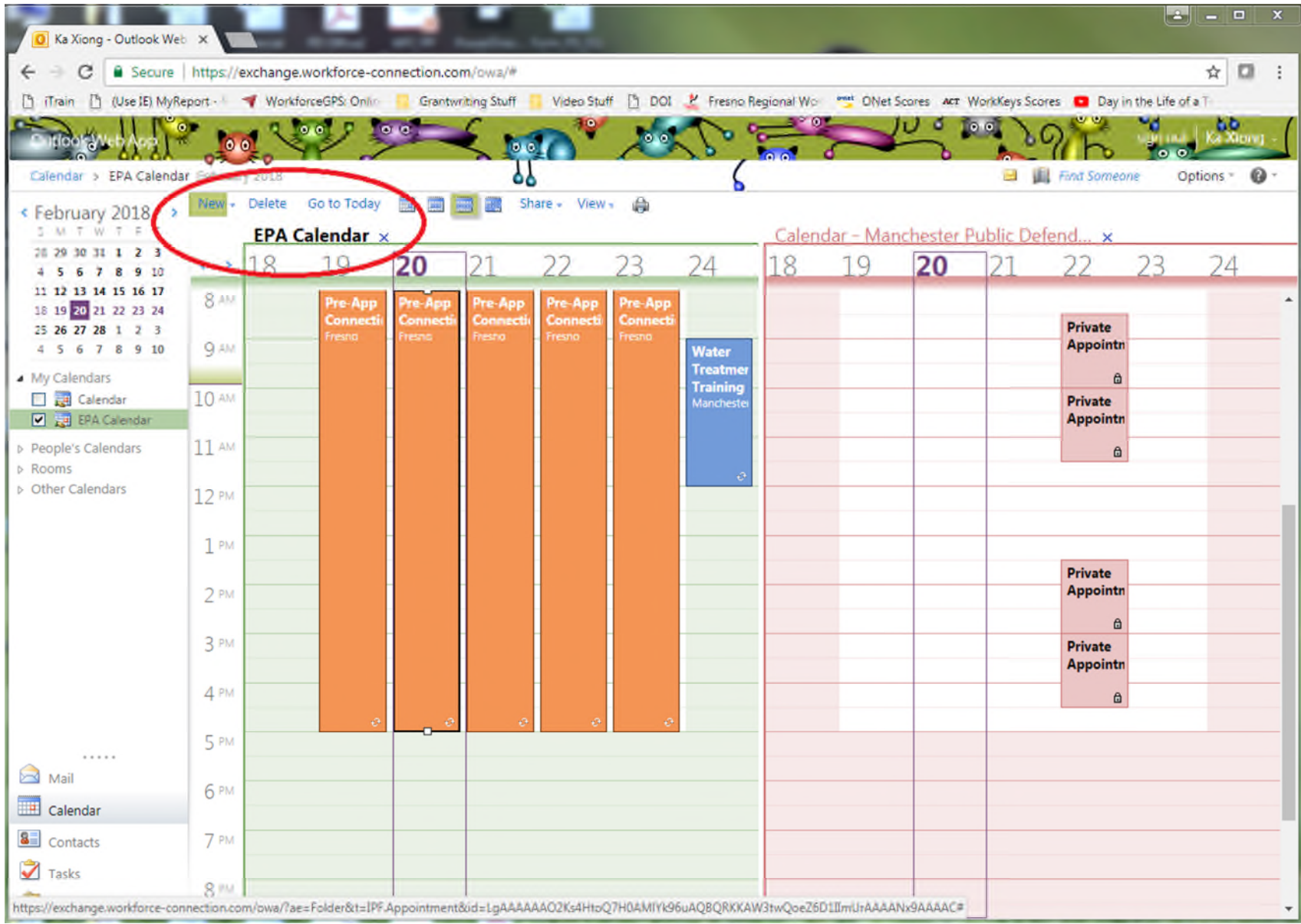


2) Type 'Manchester' into the dialog box, click ok. Click on "Manchester Public Defender" and click ok to open calendar.

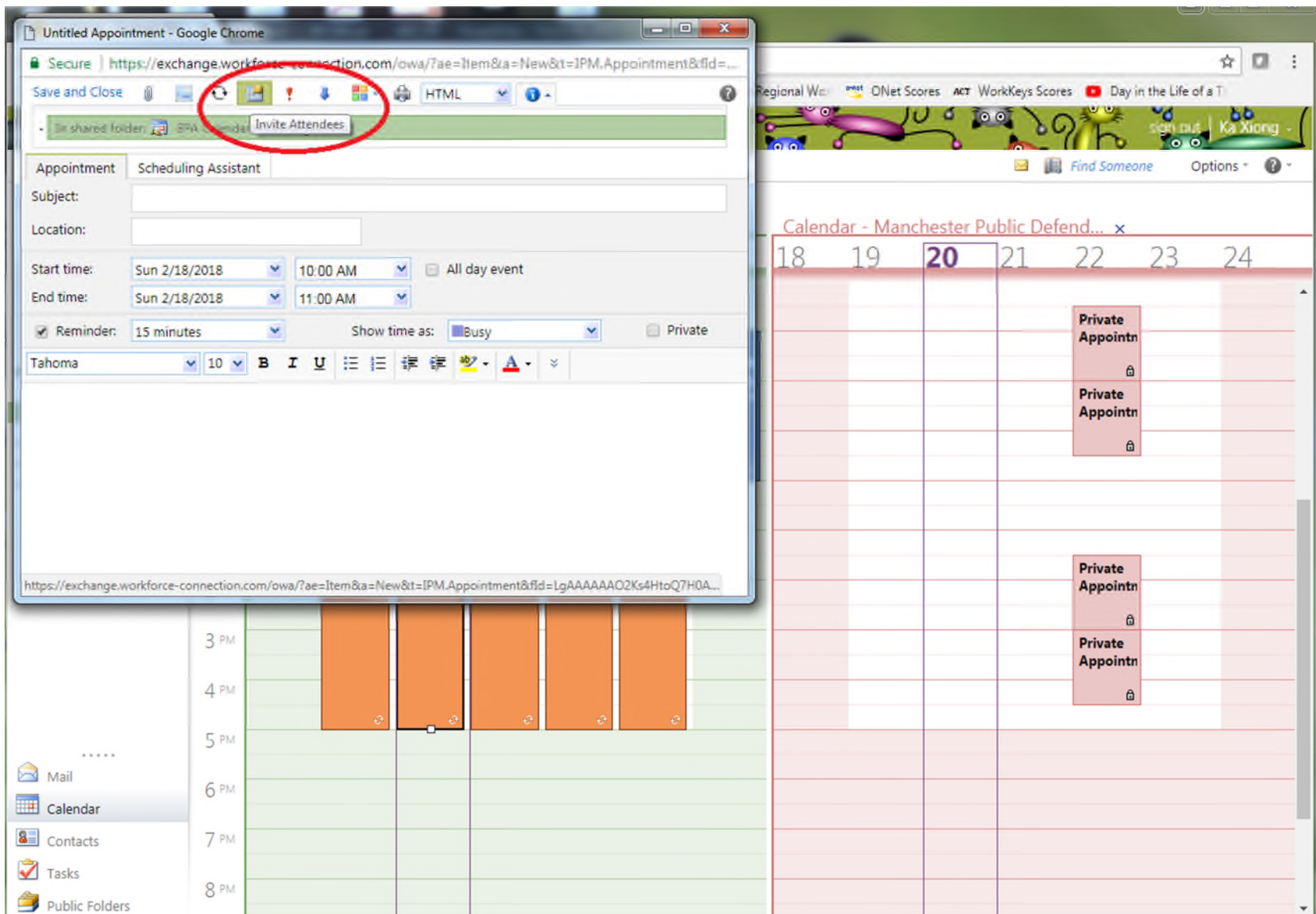


Add Appointment to Public Defender Calendar for Outlook Web Access

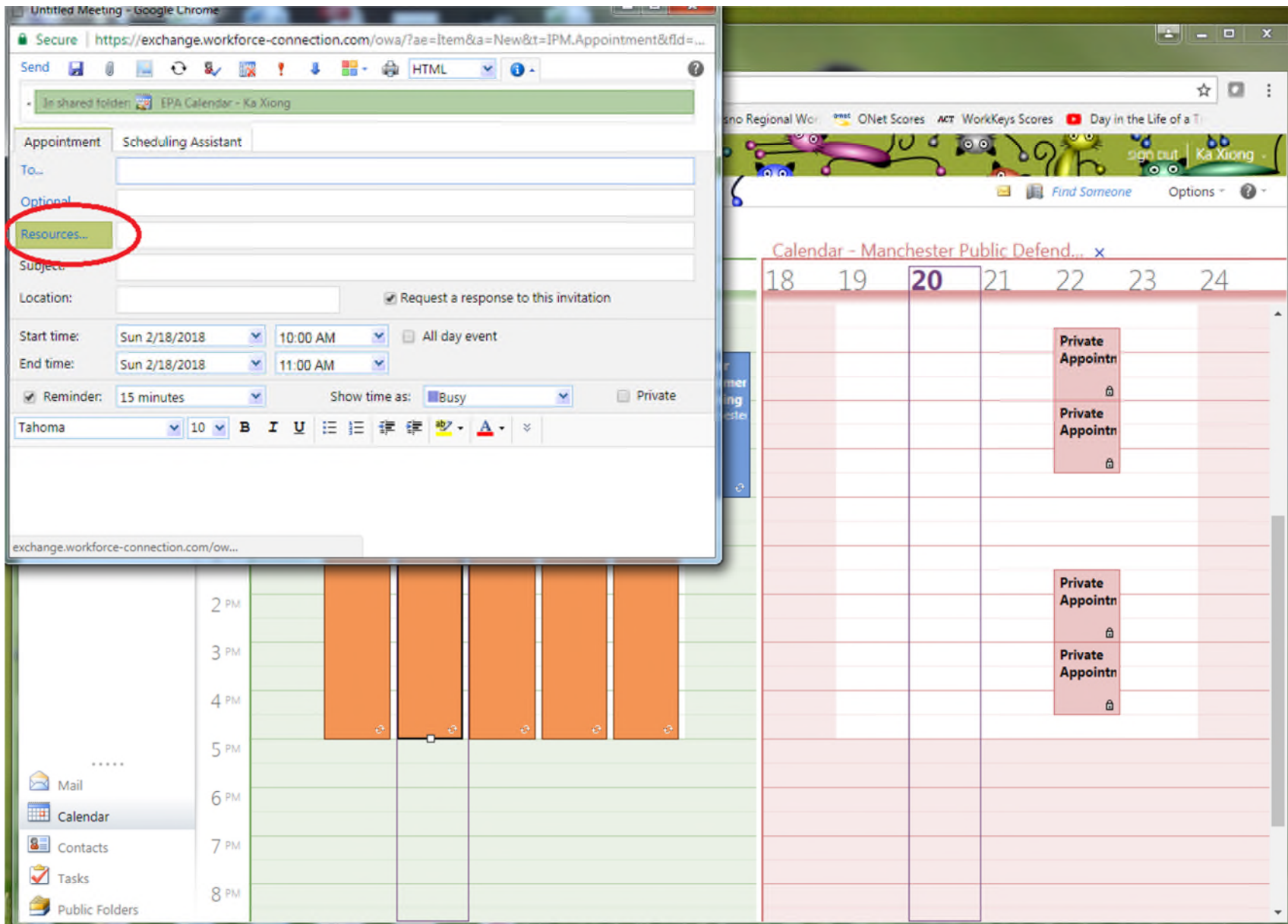
1) Ensure you have your calendar selected. Click "New" on the ribbon.



2) On the pop-up menu, click "Invite Attendees."



3) Click "Resources."



4) Ensure "All Rooms" is selected. Scroll down to find "Manchester Public Defender." Double-click to add room.

The screenshot shows a web-based meeting scheduler interface. The 'Address Book' sidebar on the left has 'All Rooms' selected. The main area displays a list of rooms, with 'Manchester Public Defender' highlighted. The 'Resources' field in the meeting form also shows 'Manchester Public Defender' selected. A calendar grid is visible at the bottom.

Address Book

- Default Global Address
- All Rooms**
- Show other address lists

Contacts

- My Contacts
- Contacts
- Suggested Contacts

Manchester Public Defender

publicdefender@workforce-connection.com

Manchester- Conf. Rm 303

Manchester Conference Room 303

conference303@workforce-connection.com

Manchester- Conf. Rm 314

Manchester Conference Room 314

conference314@workforce-connection.com

Manchester- Conf. Rm 315

Manchester Conference Room 315

conference315@workforce-connection.com

Manchester- Conf. Rm 319

Manchester Conference Room 319

conference319@workforce-connection.com

Manchester Public Defender

publicdefender@workforce-connection.com

Meeting recipients:

To ->

Optional ->

Resources -> **Manchester Public Defender**

OK Cancel

Calendar Grid

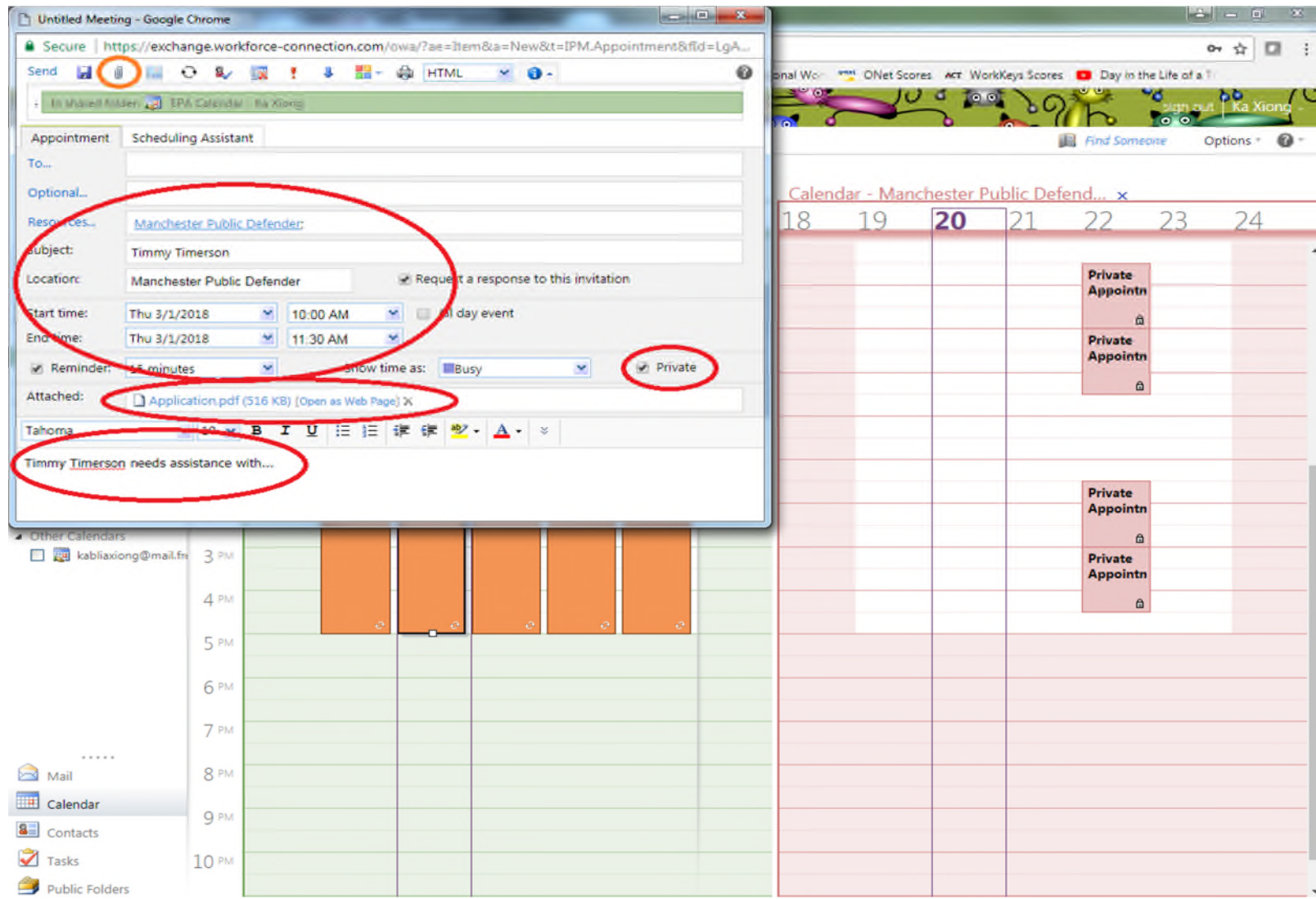
Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
3 PM								
4 PM								
5 PM								
6 PM								
7 PM								
8 PM								

Private Appointn

Private Appointn

Private Appointn

5) Type participant's Full Name into "Subject" text box. If the invitation is a ZOOM meeting, type (ZOOM) after participant's name in subject text box. Include the following information in description text box: 1) Client Full Name, 2) Last 4 SSN, 3) DOB, 4) Driver's License, 5) Type of Services Requested, 6) Referring Agency (WHCCD Adult, Proteus Youth, etc). Attach participant's PDF "Application" (Attach icon highlighted in orange on the ribbon). Click "Private." Ensure date and time slot is accurate. Time slots are Thursdays from 8:30am-10:00am, 10:00am-11:30am, 1:00pm-2:30pm and 2:30pm-4:00pm.



6) Click "Send." You will receive a notification of acceptance.