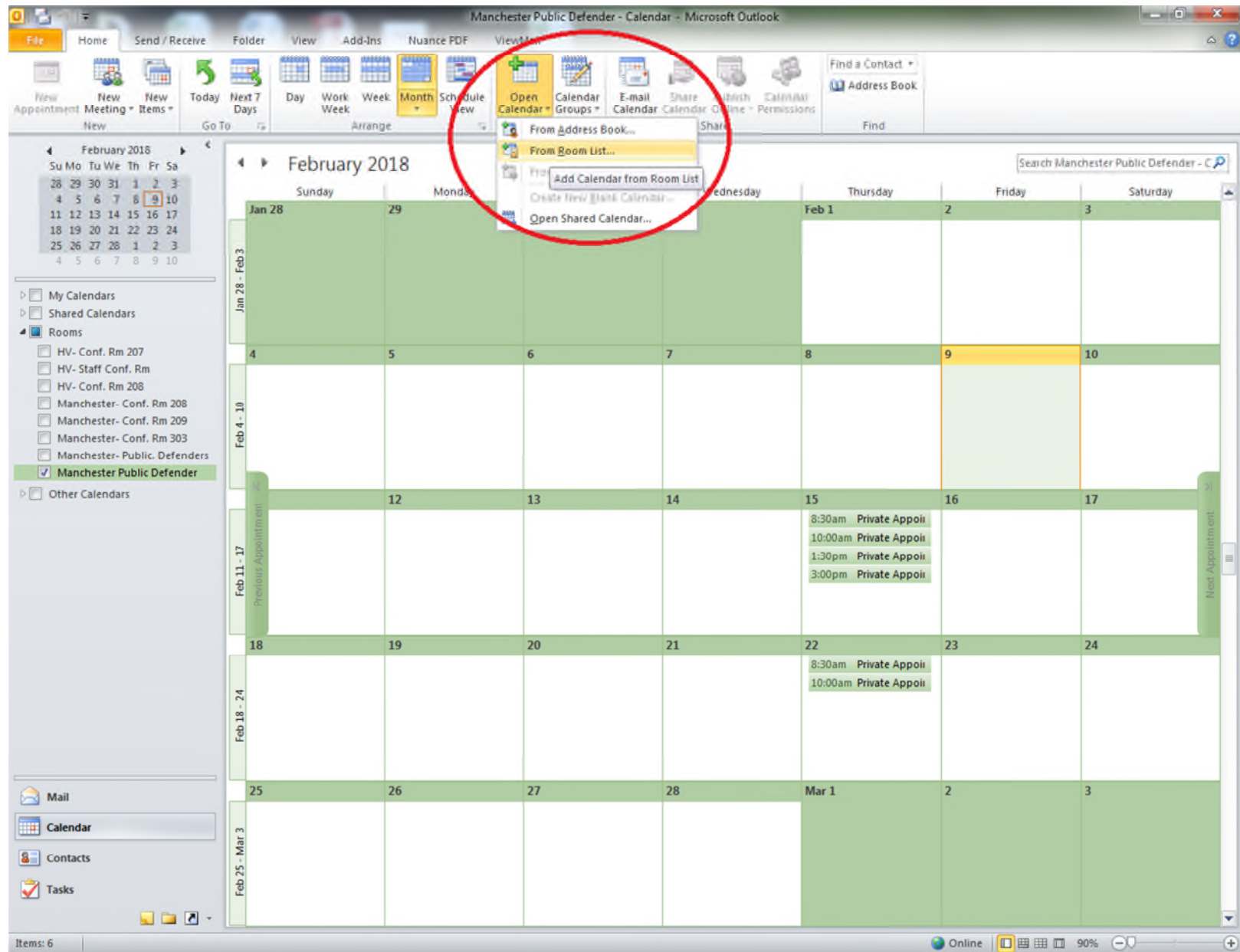
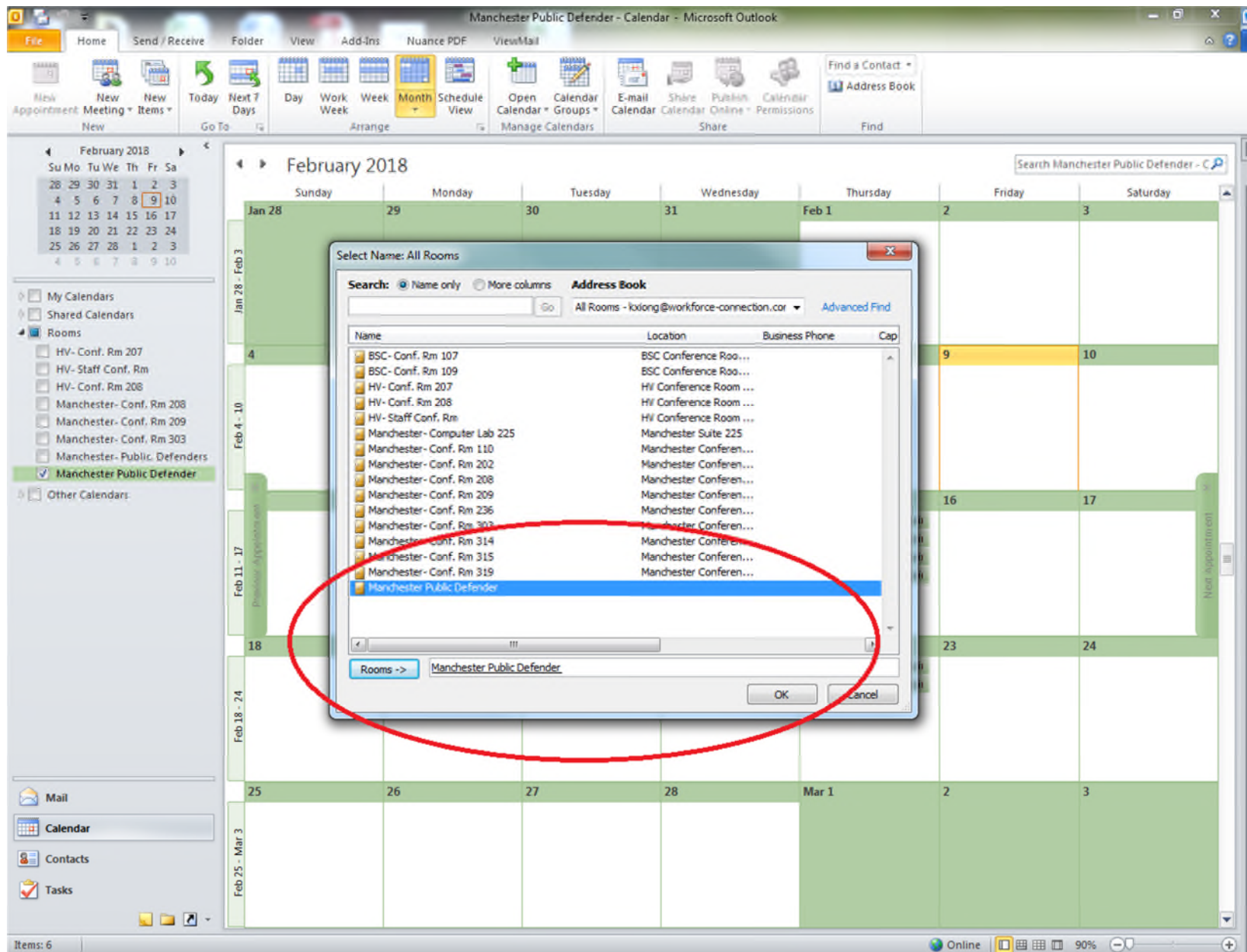


## View Public Defender Calendar for Outlook

1) On the ribbon, click 'Open Calendar.' On the drop down menu, click 'From Room List...'

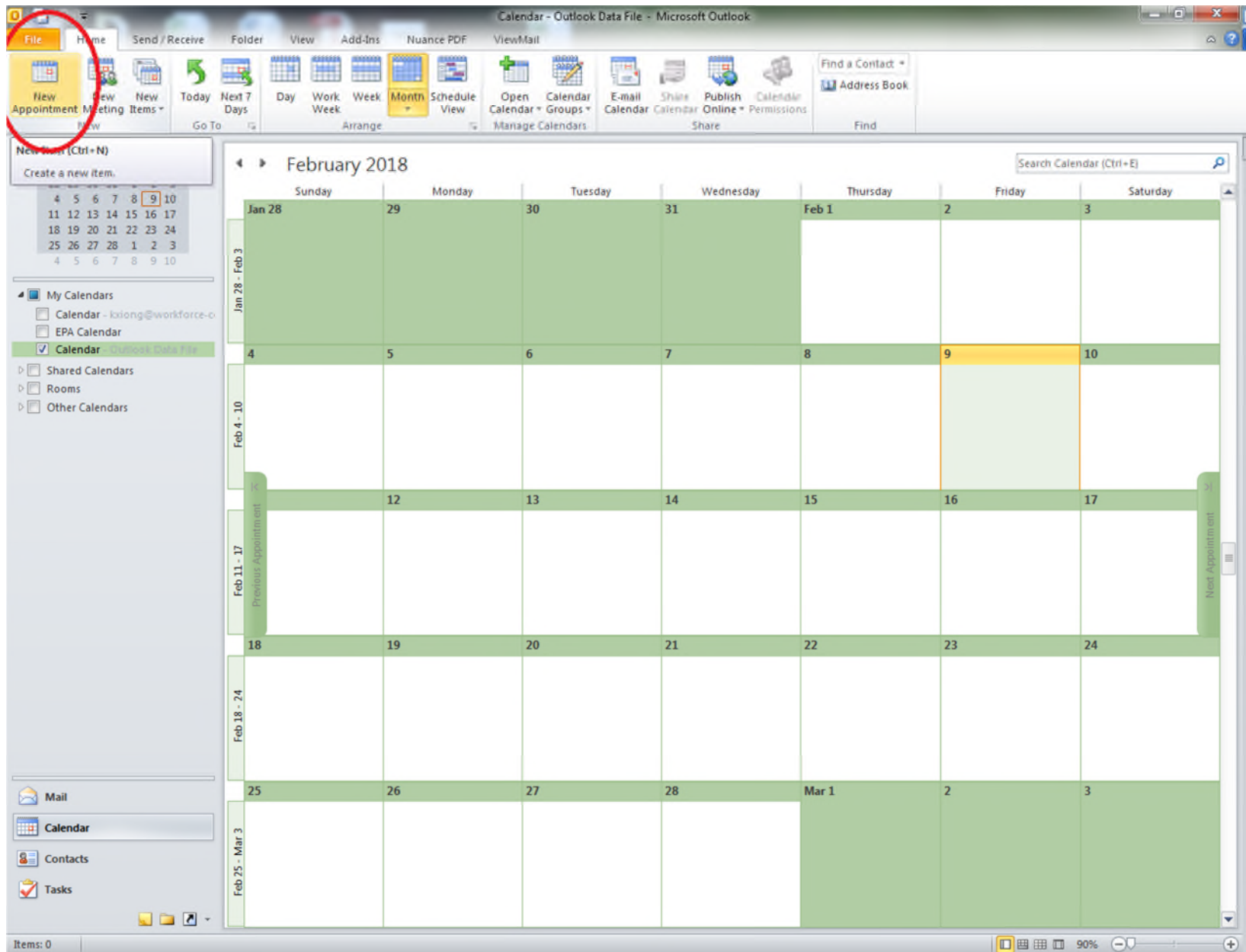


2) On the pop-up menu, double-click 'Manchester Public Defender' and click 'OK.'

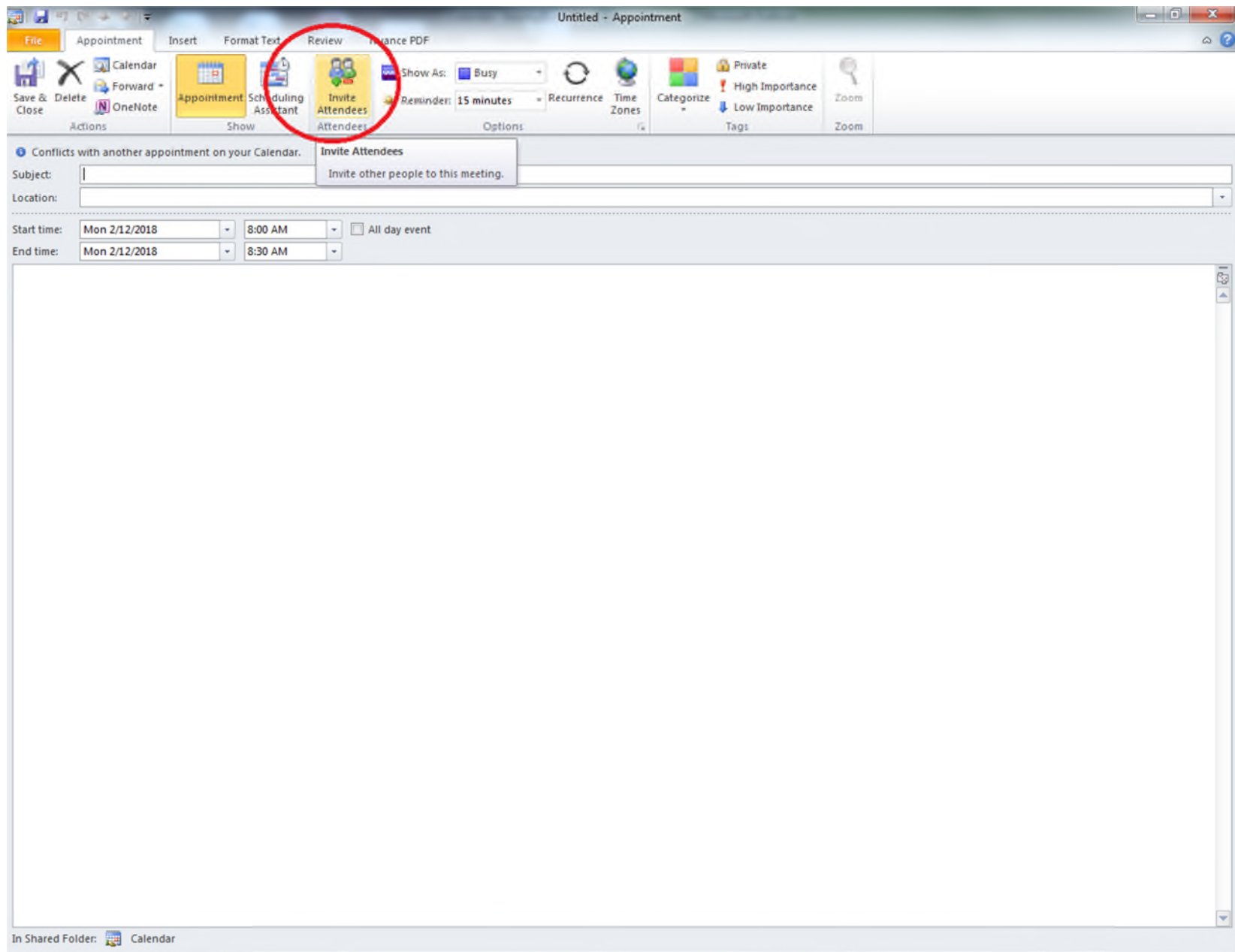


## Add Appointment to Public Defender Calendar

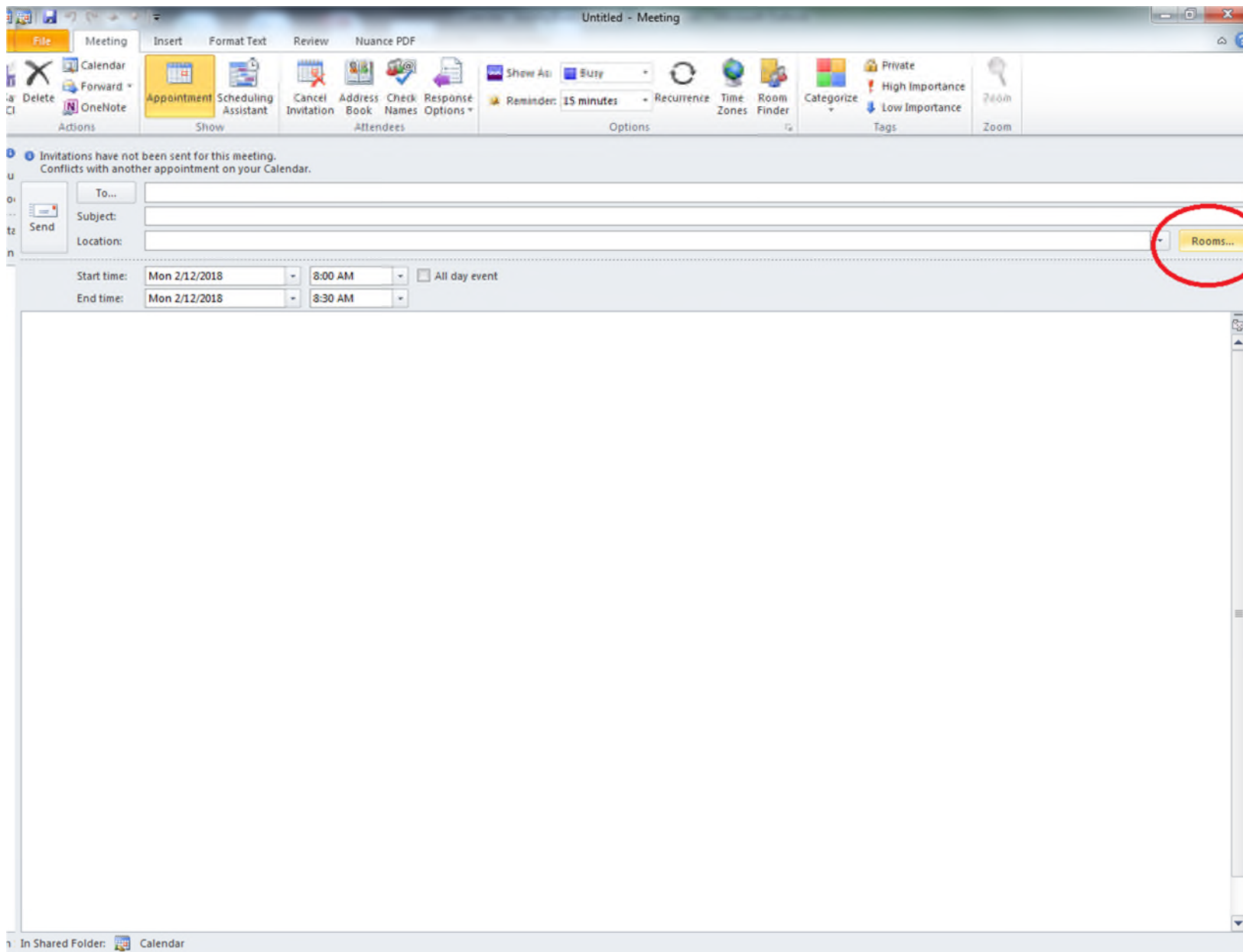
1) Click New Appointment



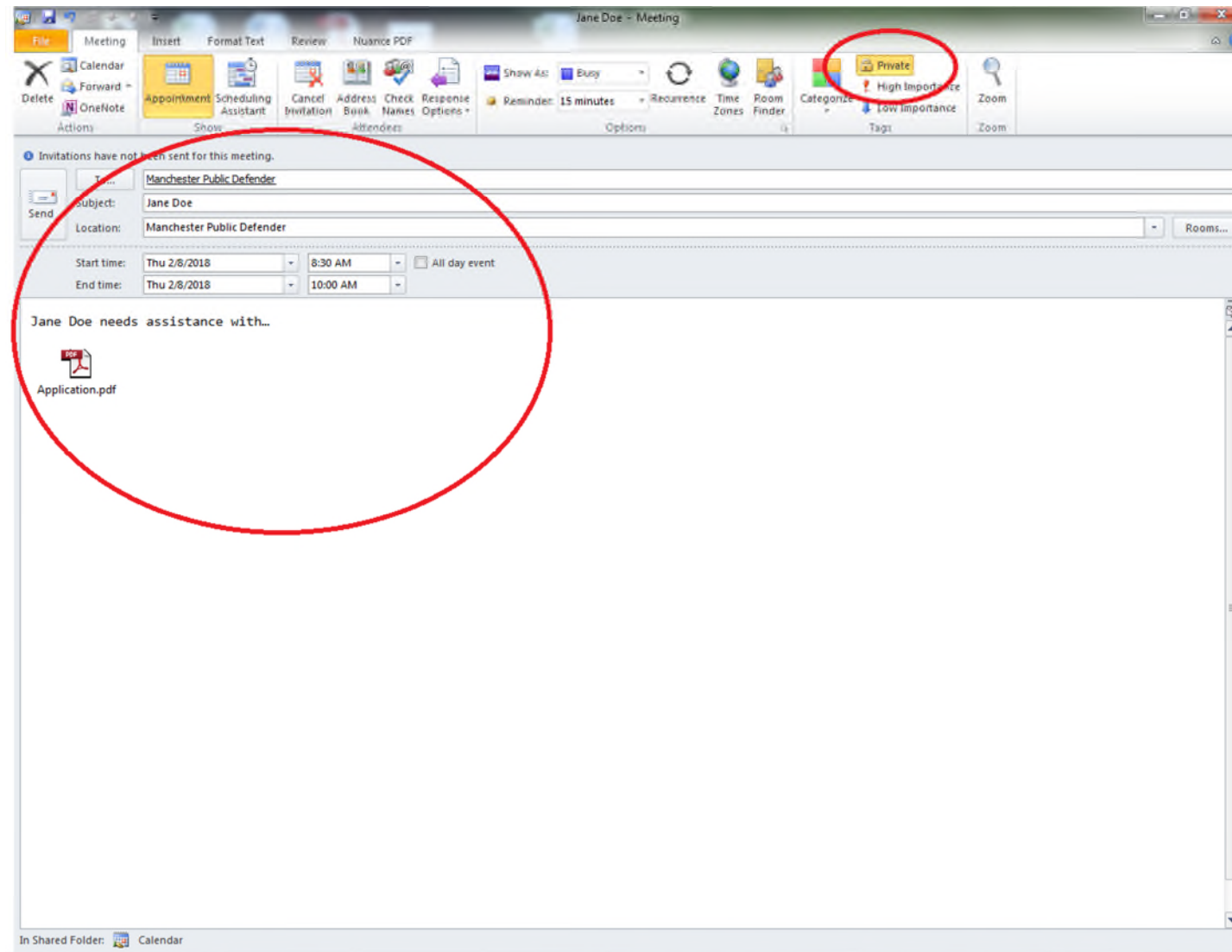
2) On the pop-up menu, click “Invite Attendees.”



3) You will then see an option to add a room. Click 'Room' and add 'Manchester Public Defender'



4) 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" in description box. 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.



5) Click Send. You will receive a notification of acceptance.