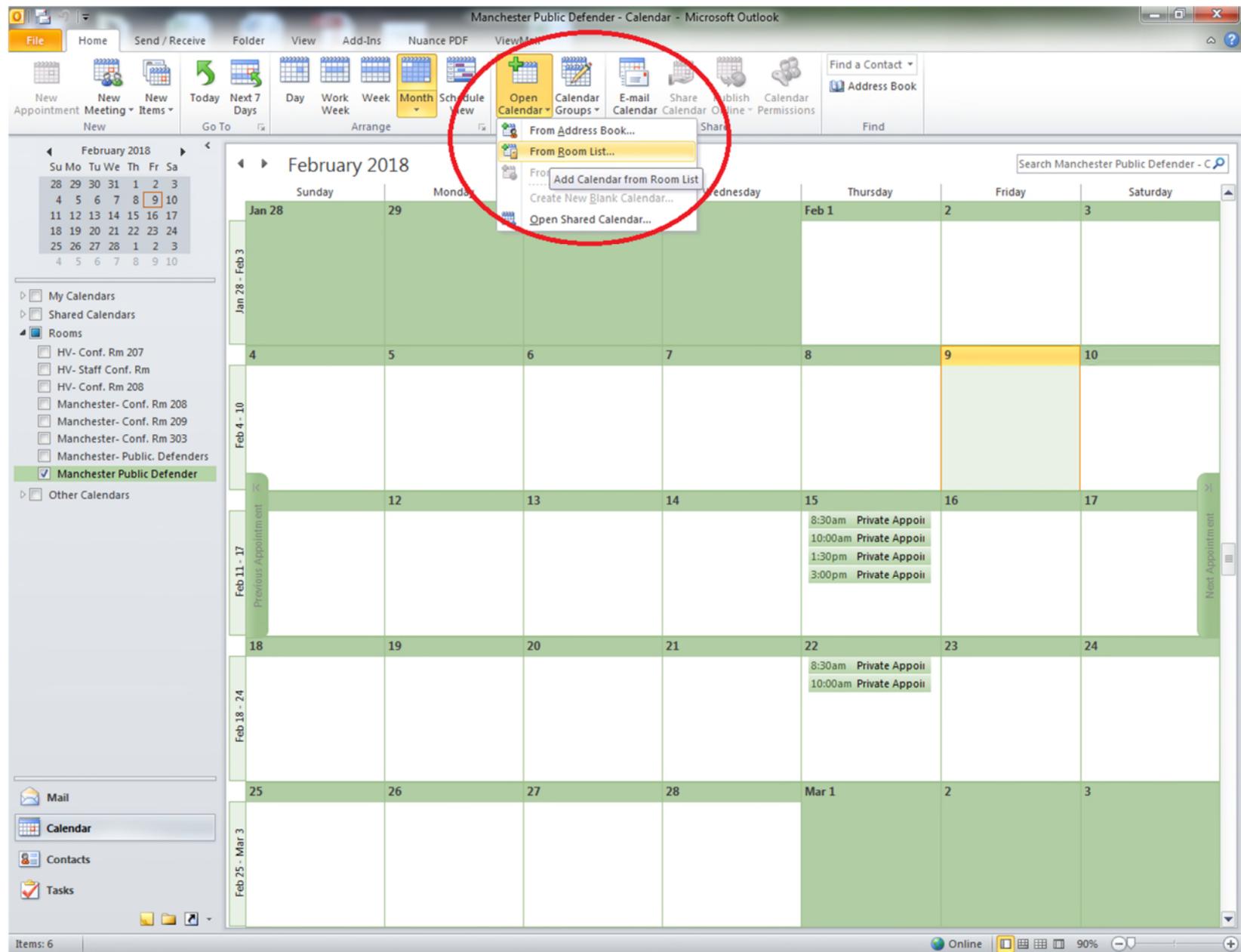
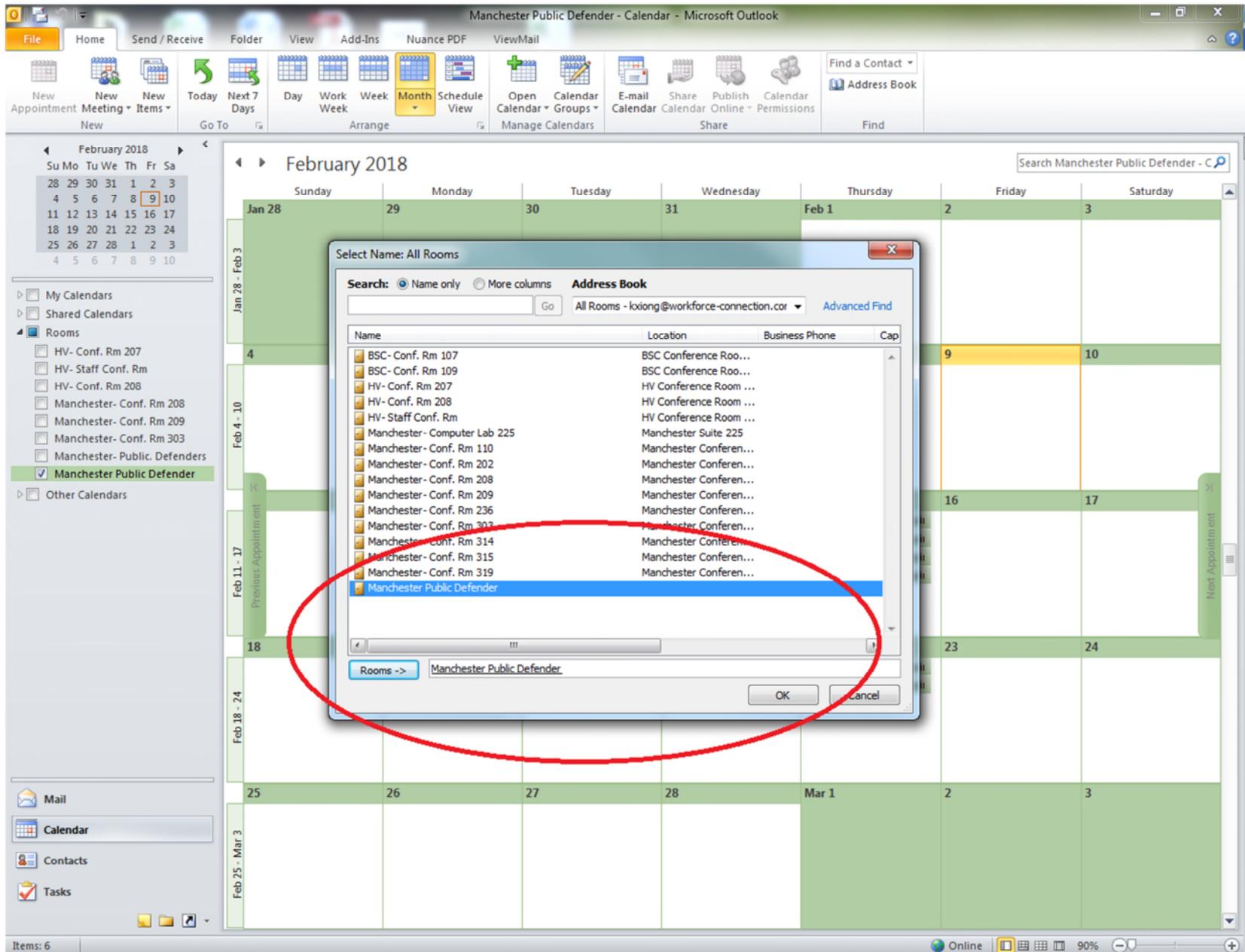


View Public Defender Calendar for Outlook

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

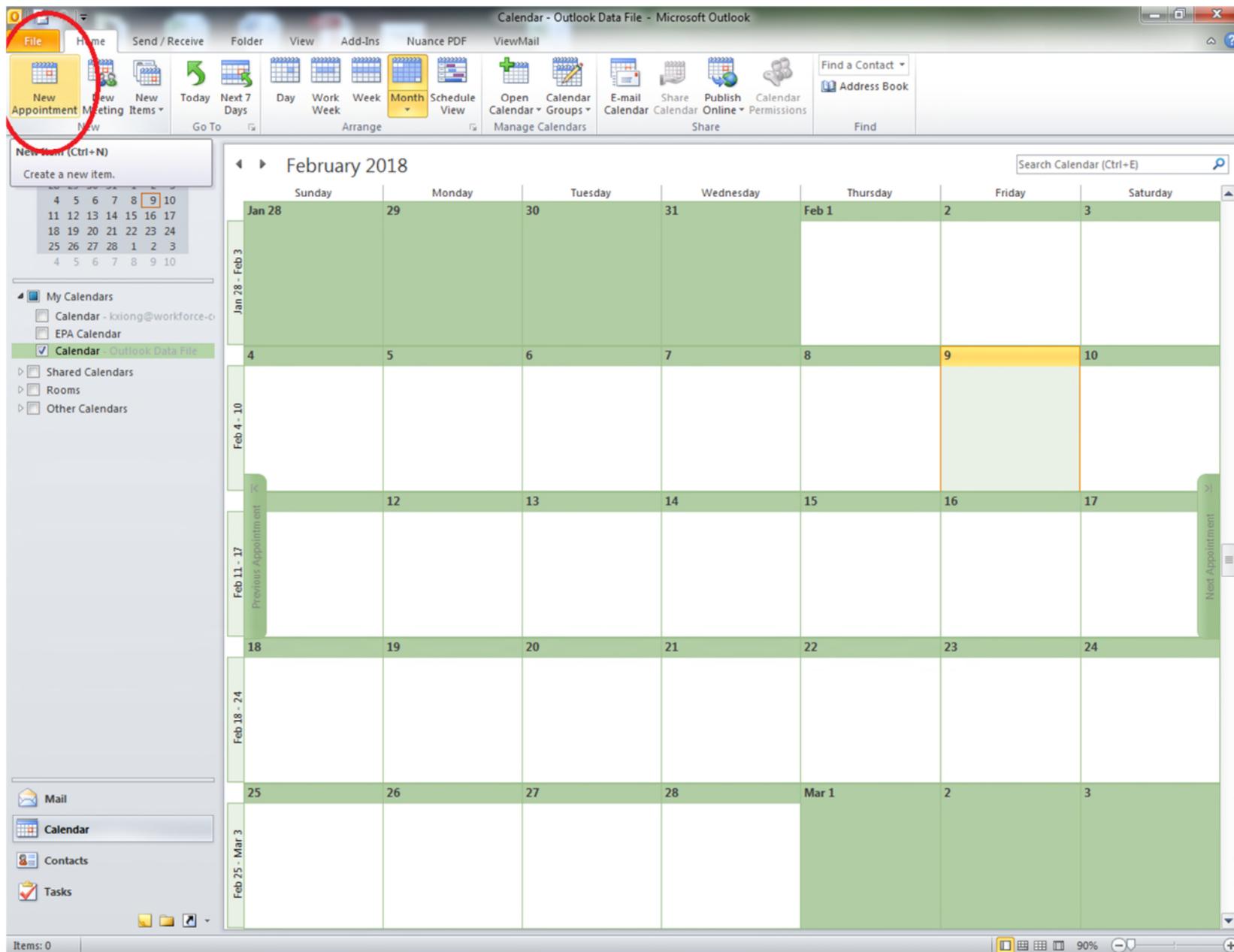


2) On the pop-up menu, double-click 'Manchester Public Defender' and click 'OK.'

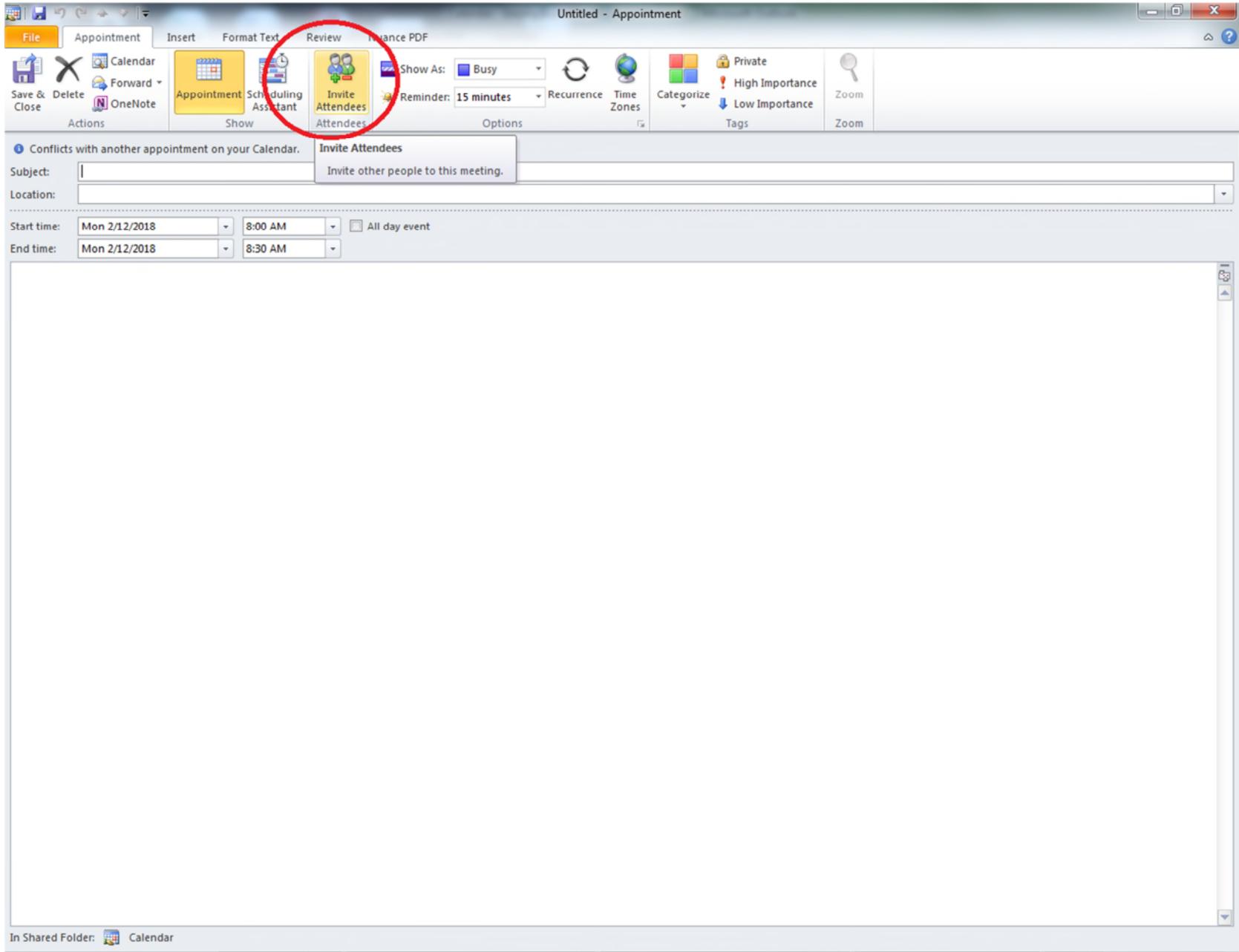


Add Appointment to Public Defender Calendar

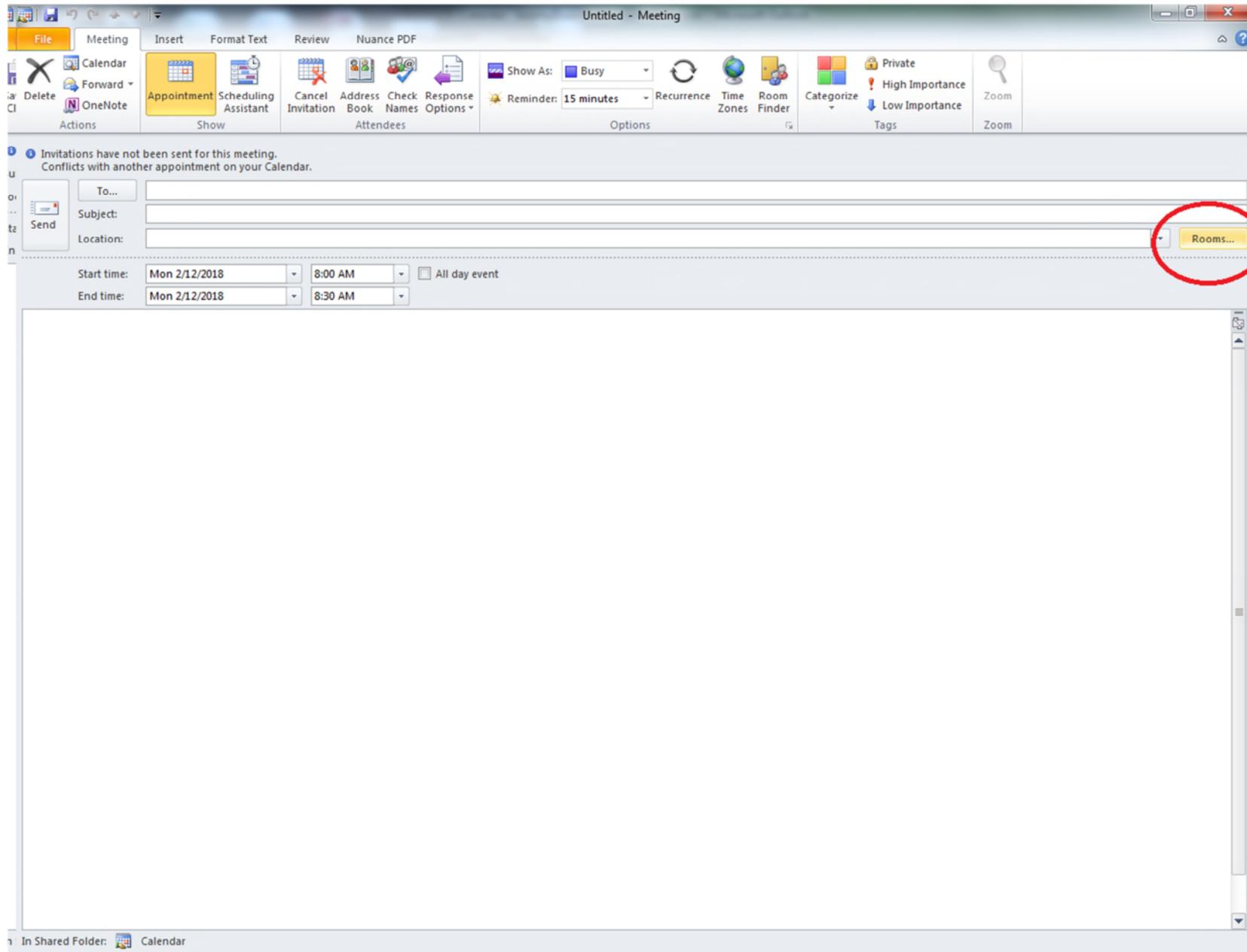
1) Click New Appointment



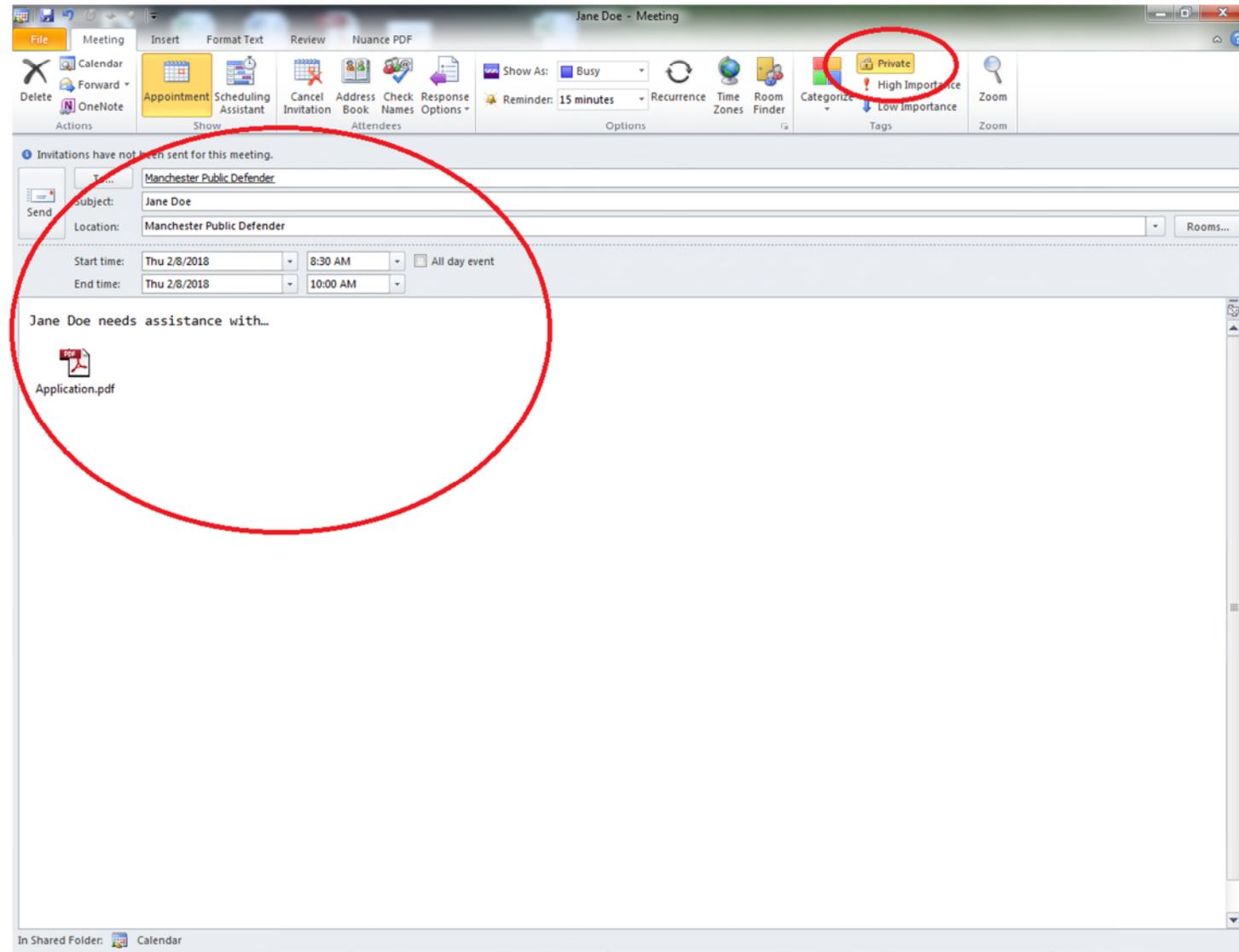
2) On the pop-up menu, click “Invite Attendees.”



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.