## View Public Defender Calendar for OutLook

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



- Manchester Public Defender Calendar Microsoft Outlook - 0 Send / Receive Nuance PDF ViewMail Home Folder Add-Ins View **m** Find a Contact -A 5 R ac = Address Book Day Share Publish Calendar New New New Today Next 7 Work Week Month Schedule Open Calendar E-mail Week \* Calendar - Groups - Calendar Calendar Online - Permissions Appointment Meeting \* Items \* Days View New Go To Arrange Manage Calendars Share Find < February 2018 • February 2018 Search Manchester Public Defender - C 🔎 Su Mo Tu We Th Fr Sa 28 29 30 31 1 2 3 Friday Sunday Monday Tuesday Wednesday Thursday Saturday 4 5 6 7 8 9 10 Jan 28 29 30 31 Feb 1 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 X Feb 3 Select Name: All Rooms 4 5 6 7 8 9 10 Search: 
  Name only 
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- 2) On the pop-up menu, double-click 'Manchester Public Defender' and click 'OK.'

## Add Appointment to Public Defender Calendar

## 1) Click New Appointment

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

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Start time:	Mon 2/12/2018	- 8:00 AM	▼ All day event				 
End time:	Mon 2/12/2018	- 8:30 AM	•				
In Shared F	older: 🧱 Calend	ar					

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

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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.

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End time: Thu 2/8/2018	• 10:00 AM •	=
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5) Click Send. You will receive a notification of acceptance.