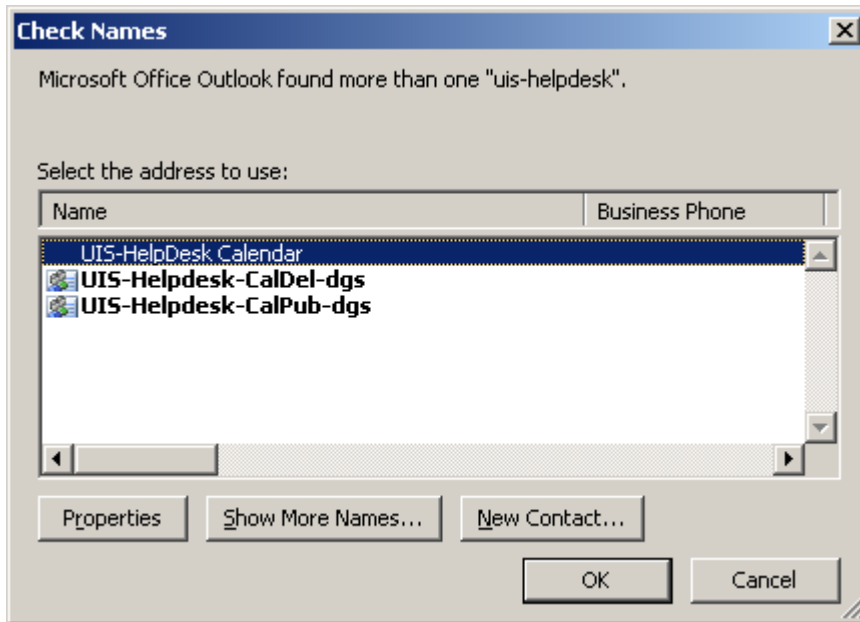


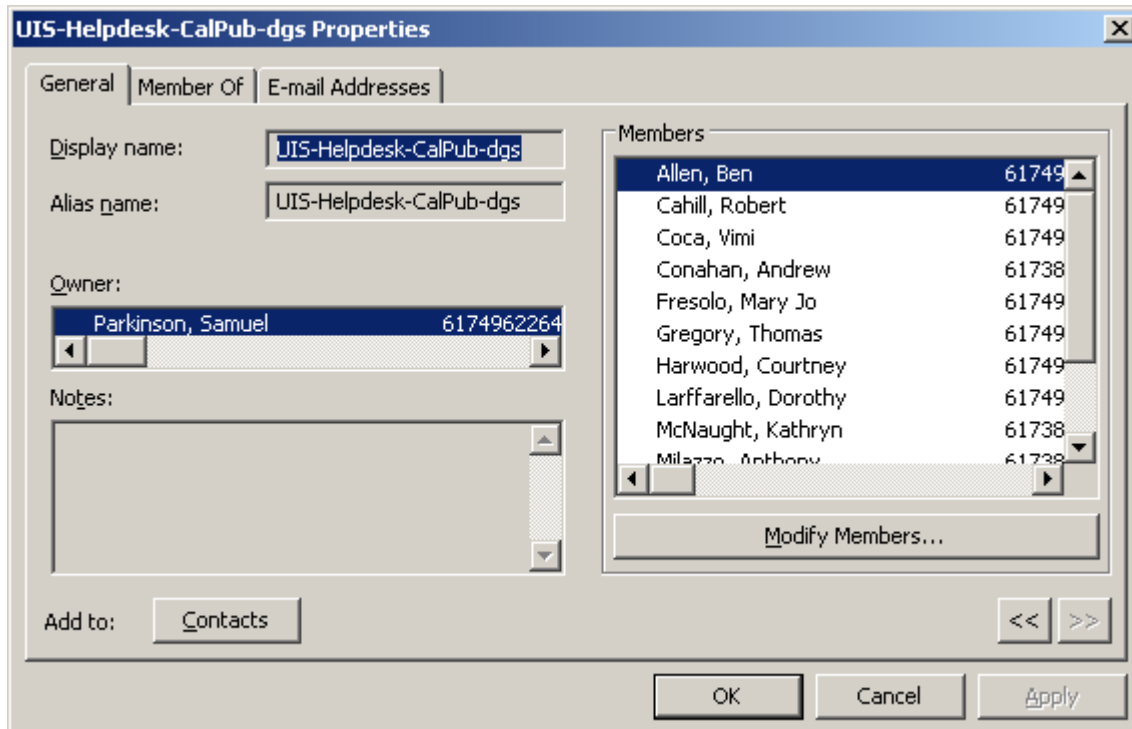
Tip - Modify membership of calendar group

To add a member to a tracking calendar:

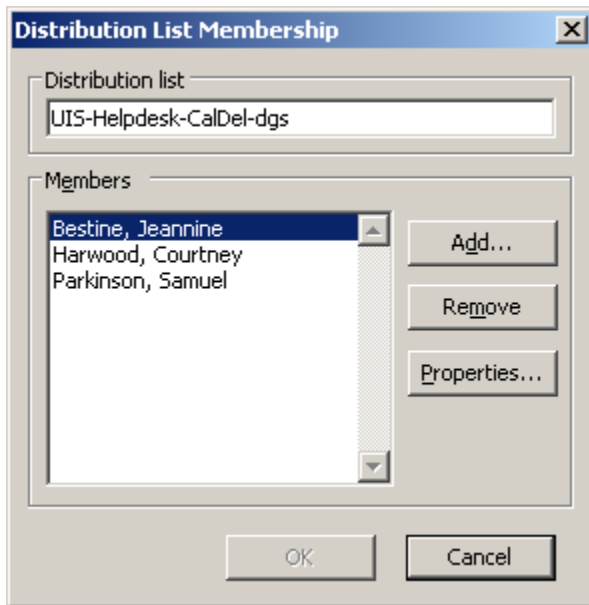
1. In an Outlook calendar, click the Open a Shared Calendar link.
2. In Name, type the first part of the calendar name, e.g. uis-helpdesk, to get a list:



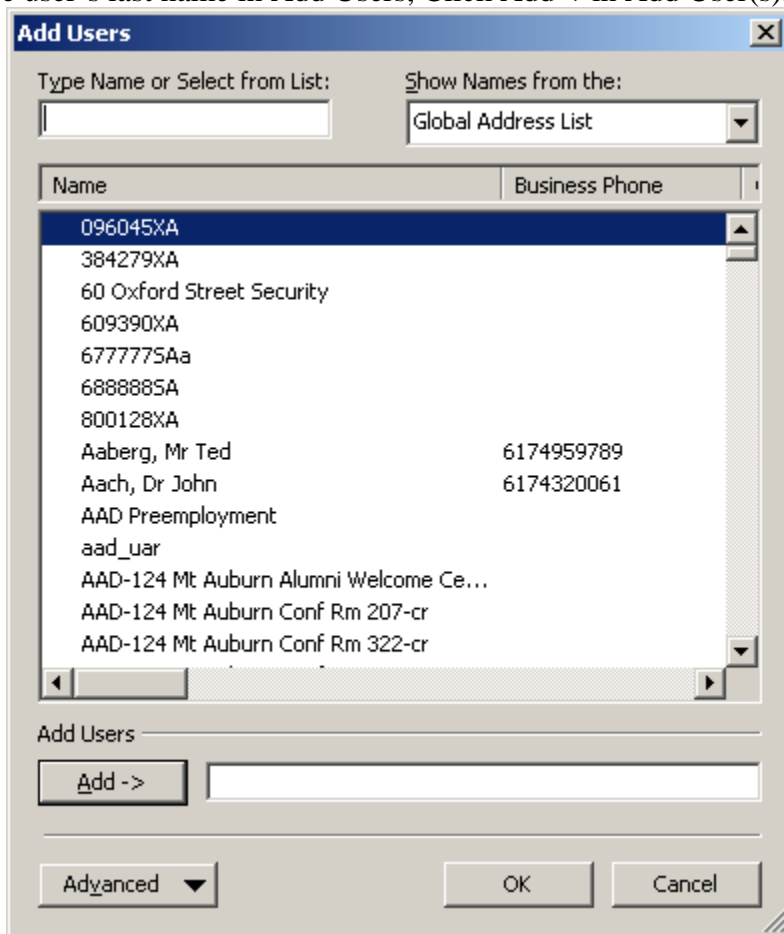
3. From the list returned, click name of bold-faced item ending in –dgs, the security group containing staff with access to calendar, and click Properties to see owner and members:



4. Click Modify Members.
5. Click Add button in Distribution List Membership to search GAL for names:



6. Type user's last name in Add Users, Click Add -> in Add User(s), then Click OK to add new staff:

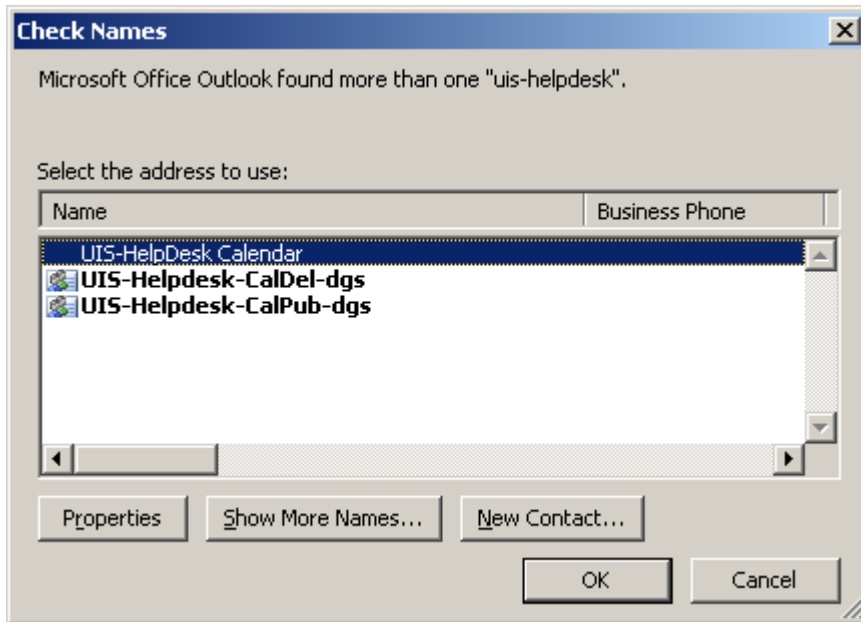


7. Click OK in Distribution List Membership to add new members

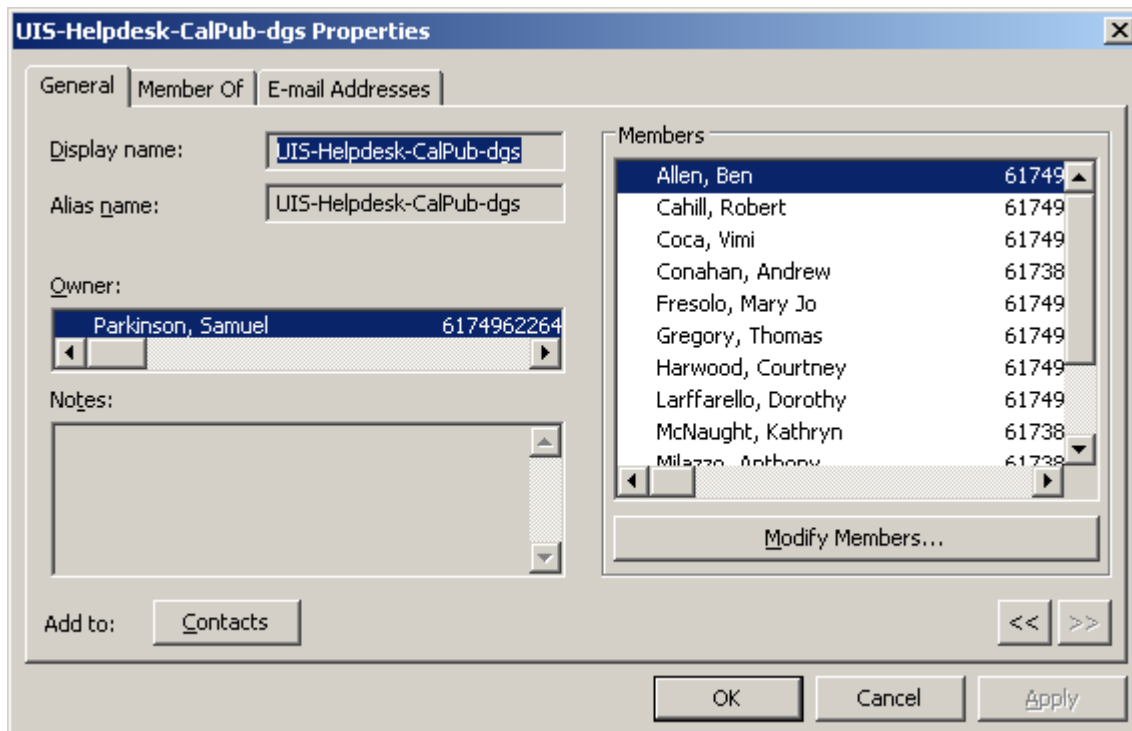
8. Click OK in calendar properties box to save and close

To remove a member to a tracking calendar:

1. In an Outlook calendar, click the Open a Shared Calendar link.
2. In Name, type the first part of the calendar name, e.g. uis-helpdesk, to get a list:



3. From the list returned, click name of bold-faced item ending in –dgs, the security group containing staff with access to calendar, and click Properties to see owner and members:



4. Click Modify Members.

5. Click name of member to remove from list, click Remove button and click OK in Distribution List Membership:

