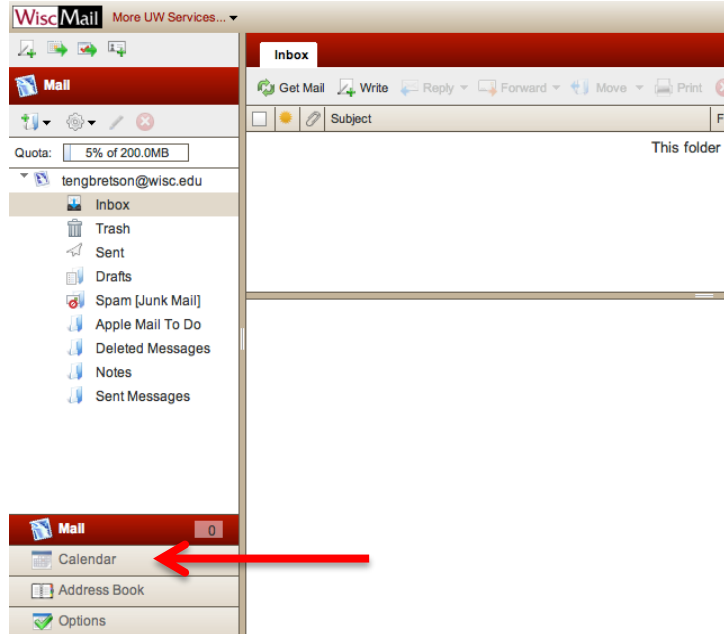


To subscribe to the Confocal Calendar, perform the following steps:

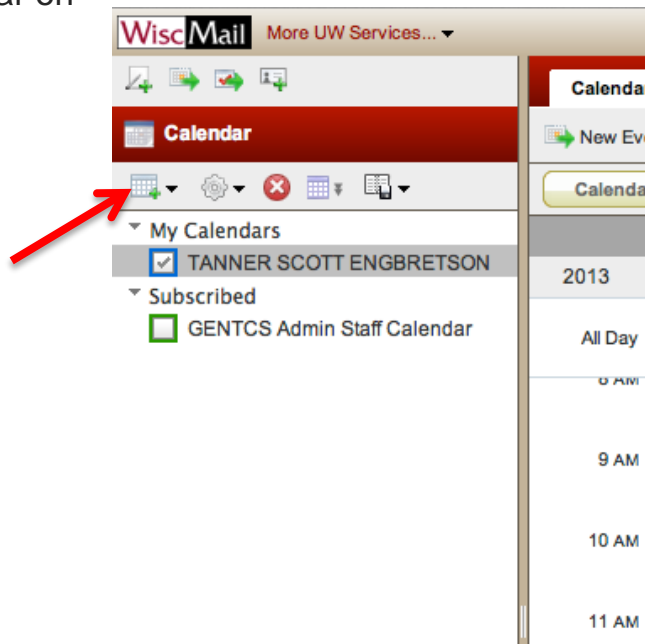
1. Start by opening your web browser and logging into your WiscMail inbox.

(<http://wiscmail.wisc.edu>)

2. Select **Calendar** from the service selector pane.



3. Click on the **Create or Subscribe** calendar icon from the **Calendar** toolbar on the left pane.



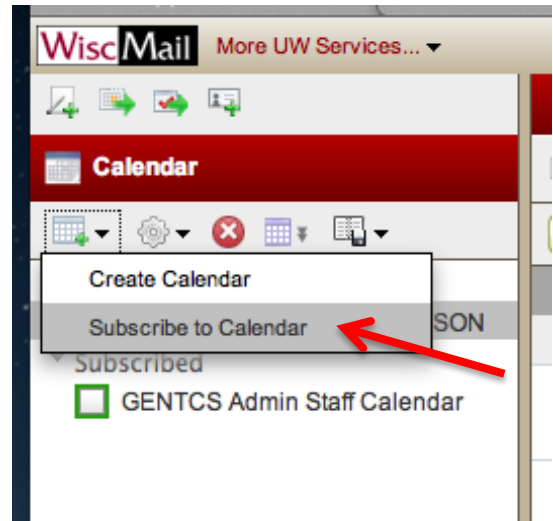
4. The following options are available:

Create a Calendar

Subscribe to Calendar

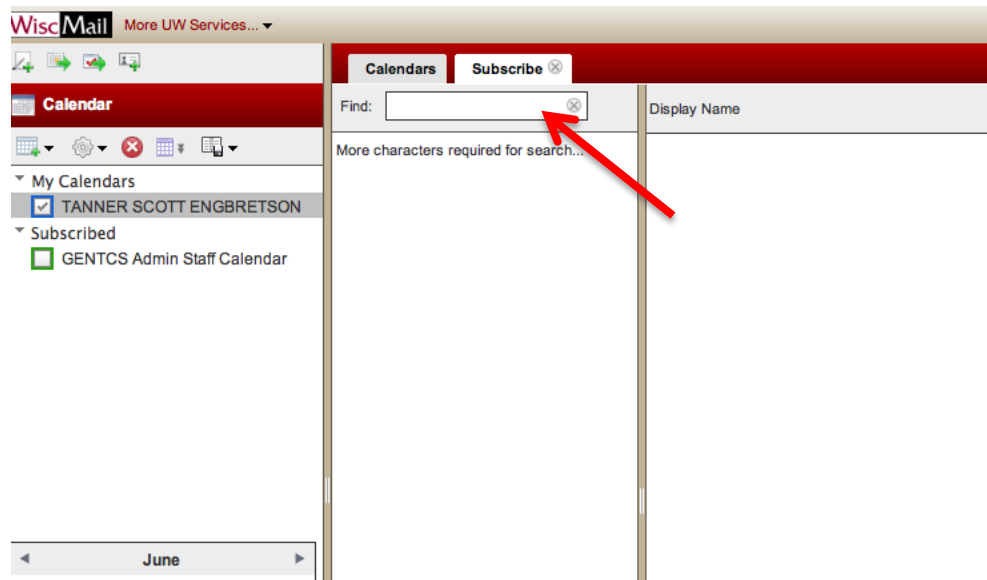
Select **Subscribe to Calendar**.

The Subscribe calendar tab appears on the right pane.



5. Type the user name or the calendar name to search for in the text box provided. For the Admin Staff Calendar search for:

GENTCS Confocal



6. Select the calendar that you want to subscribe to by selecting **ISAAC KNOFLICEK's** username. Then, check the box beside the Confocal calendar.

Find:	Display Name
confocal	<input checked="" type="checkbox"/> GENTCS Confocal

7. Finally, click **subscribe** at the bottom, right hand side of the page. To view the calendar close the **subscribe** tab and check the box next to the calendar listed on the left panel.

WiscMail More UW Services...

Calendar

My Calendars

- ☒ TANNER SCOTT ENGBRETSON

Subscribed

- ☐ GENTCS Admin Staff Calendar
- ☐ GENTCS Confocal