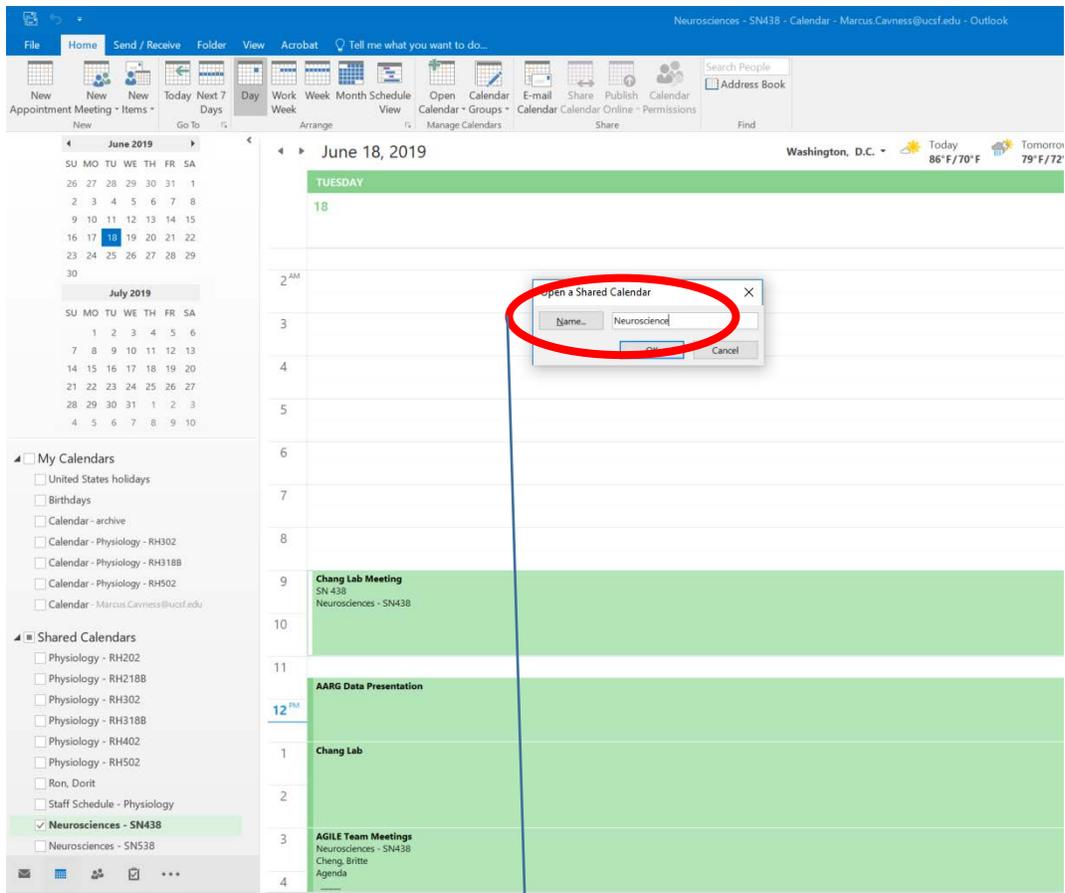


The screenshot shows the Microsoft Outlook interface. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Acrobat'. The 'View' tab is active, showing options for 'Day', 'Work Week', 'Week', 'Month', 'Schedule', and 'View'. The left-hand pane displays a list of calendars, with 'Neurosciences - SN438' selected and highlighted in green. Below this list are sections for 'Shared Calendars' and 'Other Calendars'. At the bottom of the left-hand pane, a red circle highlights the 'Calendar' icon (a blue grid). The main window shows a weekly calendar for June 18, 2019, with a green header for 'TUESDAY' and the date '18'. The time slots range from 6 AM to 8 PM. Several events are visible: 'Chang Lab Meeting' (9 AM - 10 AM), 'AARG Data Presentation' (12 PM - 1 PM), 'Chang Lab' (1 PM - 2 PM), and 'AGILE Team Meetings' (3 PM - 4 PM). The status bar at the bottom indicates 'Items: 4' and 'Reminders: 2'.

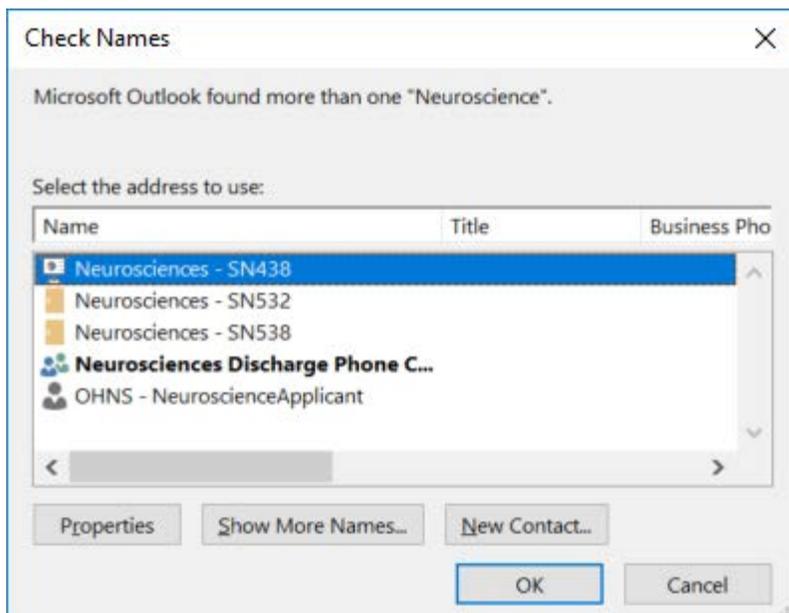
Select the Calendar icon in Outlook

The screenshot displays the Microsoft Outlook calendar interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Acrobat. The 'View' tab is active, showing a calendar view for June 18, 2019. A dropdown menu is open under the 'Open' button, with the 'Open Shared Calendar...' option highlighted by a red circle. A blue arrow points from this option to a text box at the bottom right. The calendar shows several events: 'Chang Lab Meeting' (SN 438, Neurosciences - SN438) from 9 AM to 10 AM, 'AARG Data Presentation' from 12 PM to 1 PM, 'Chang Lab' from 1 PM to 2 PM, and 'AGILE Team Meetings' (Neurosciences - SN438, Cheng, Britte, Agenda) from 3 PM to 4 PM. The left sidebar shows 'My Calendars' and 'Shared Calendars' sections, with 'Neurosciences - SN438' selected in the 'Shared Calendars' list.

From the Open Calendar drop down menu select "Open Shared Calendar"



In the "Open a Shared Calendar" dialogue box type in "Neuroscience" to locate the Sandler calendars



The screenshot shows the Outlook calendar interface for June 18, 2019. A dialog box titled "Open a Shared Calendar" is open, with the "Name" field containing the text "physiology". A red circle highlights this field. The calendar sidebar on the left shows a list of calendars under "My Calendars" and "Shared Calendars". The "Shared Calendars" list includes "Neurosciences - SN438", which is currently selected. The main calendar view shows several events, including "Chang Lab Meeting", "AARG Data Presentation", "Chang Lab", and "AGILE Team Meetings".

In the "Open a Shared Calendar" dialogue box type in "Physiology" to locate the Rock Hall calendars

The "Check Names" dialog box displays a message: "Microsoft Outlook found more than one 'physiology'." Below this, it prompts the user to "Select the address to use:" and provides a table of search results.

Name	Title	Business Phone	Location	Department	E-mail Address
Anatomy Physiology Search					anatomy.phys...
Ben, Jeanelle L	Financial Analyst 3	415-502-4246	Box N/A, Floor ...	Physiology	Jeanelle.Ben@...
Physiology - RH202					ConferenceRo...
Physiology - RH218B					ConferenceRo...
Physiology - RH302					ConferenceRo...
Physiology - RH318B					ConferenceRo...
Physiology - RH402					ConferenceRo...
Physiology - RH418					ConferenceRo...
Physiology - RH502					ConferenceRo...
Semmelhack, Julia Lee	Postdoc	415-476-8367		Physiology	Julia.Semmelh...

At the bottom of the dialog box, there are buttons for "Properties", "Show More Names...", "New Contact...", "OK", and "Cancel".