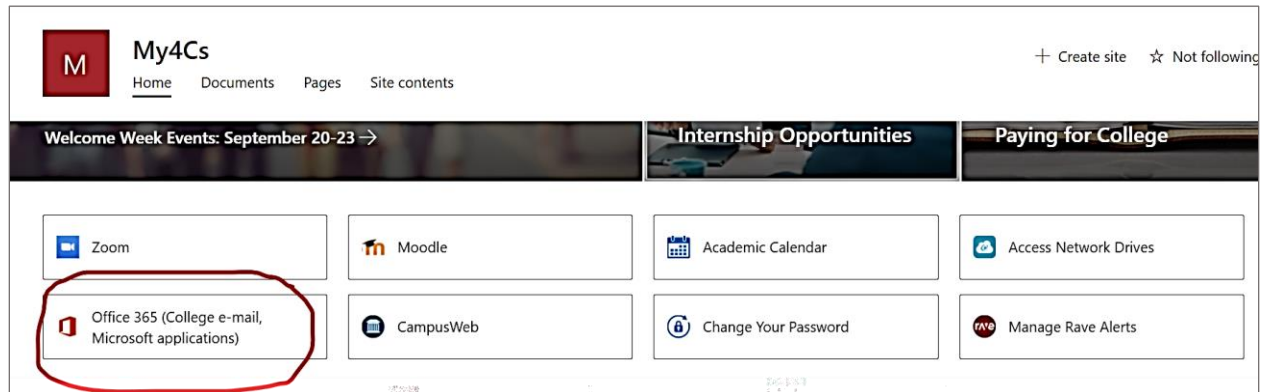
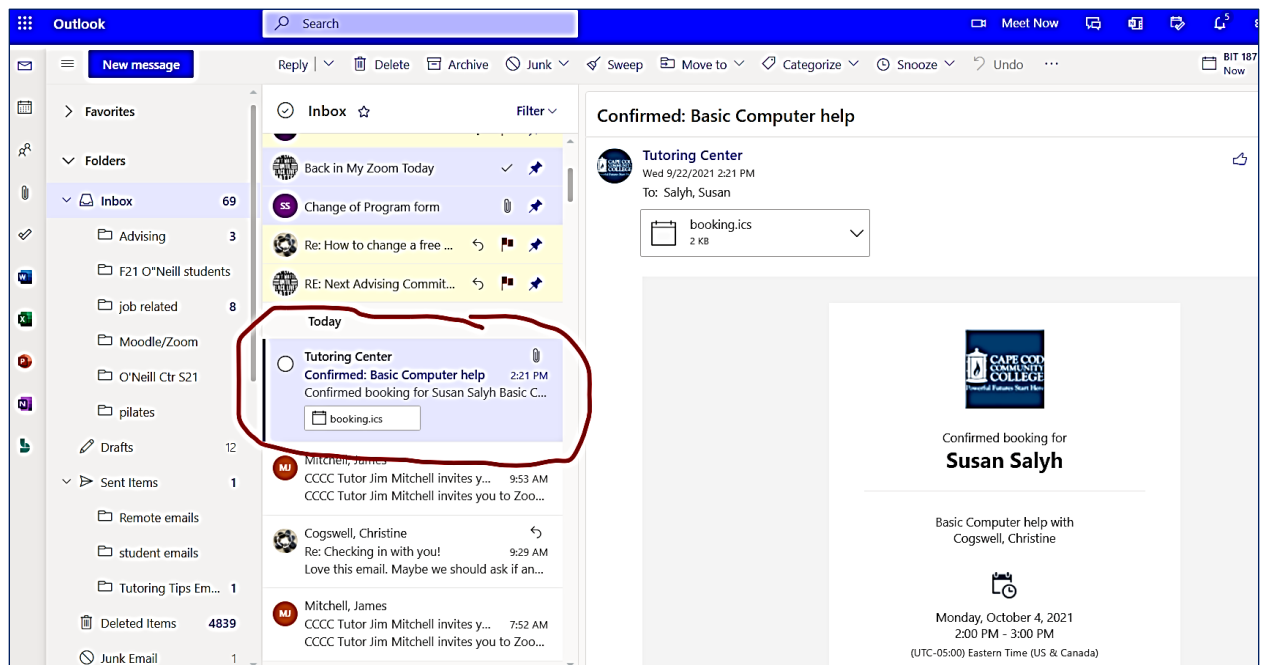


How to Save your Tutoring Center Appointments in your College Email Outlook Calendar:

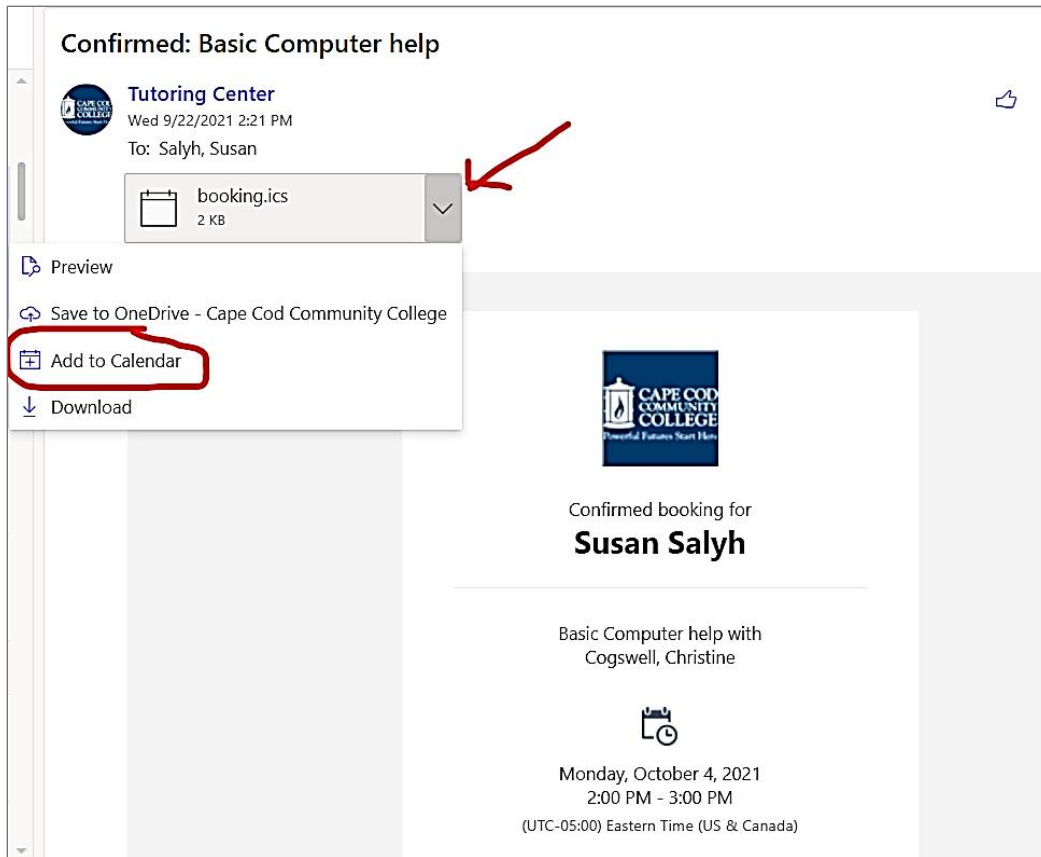
1. Open your college email in My4Cs:



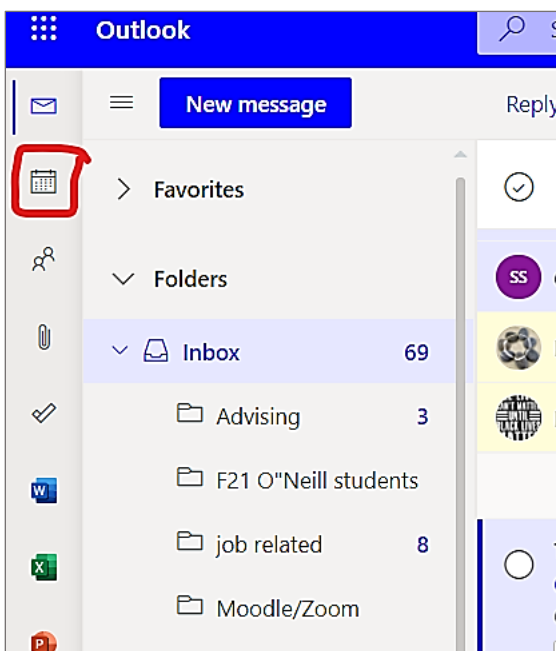
2. Open the Bookings Confirmation email for the appointment you scheduled:



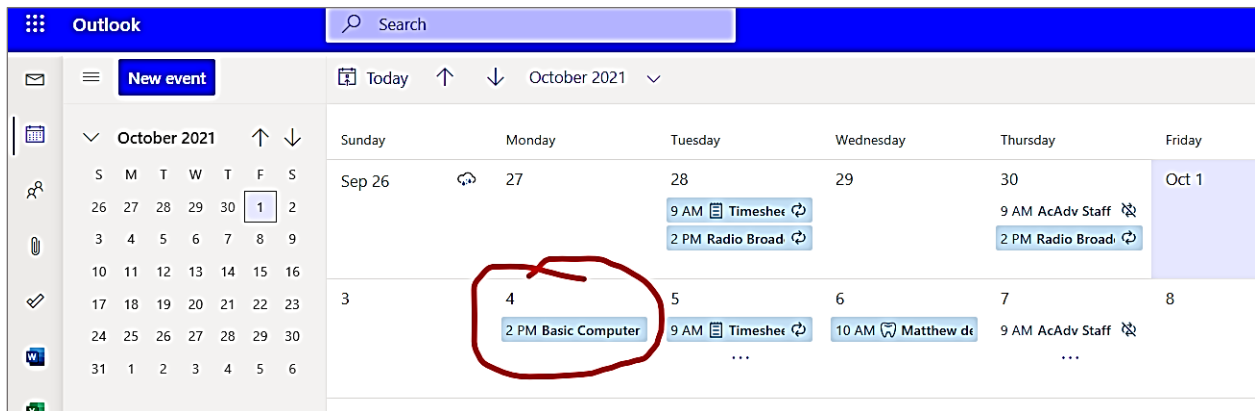
3. Click the drop-down menu in the email and choose **Add to Calendar**. The appointment will be automatically placed on your outlook calendar.



4. Open your Outlook Calendar by clicking on the calendar icon:



5. You will see the appointment on your calendar now:



6. Double click on the scheduled appointment and a pop-up will show you the details and allow you to set a reminder for the event at the time you choose and even send you an email reminder.

