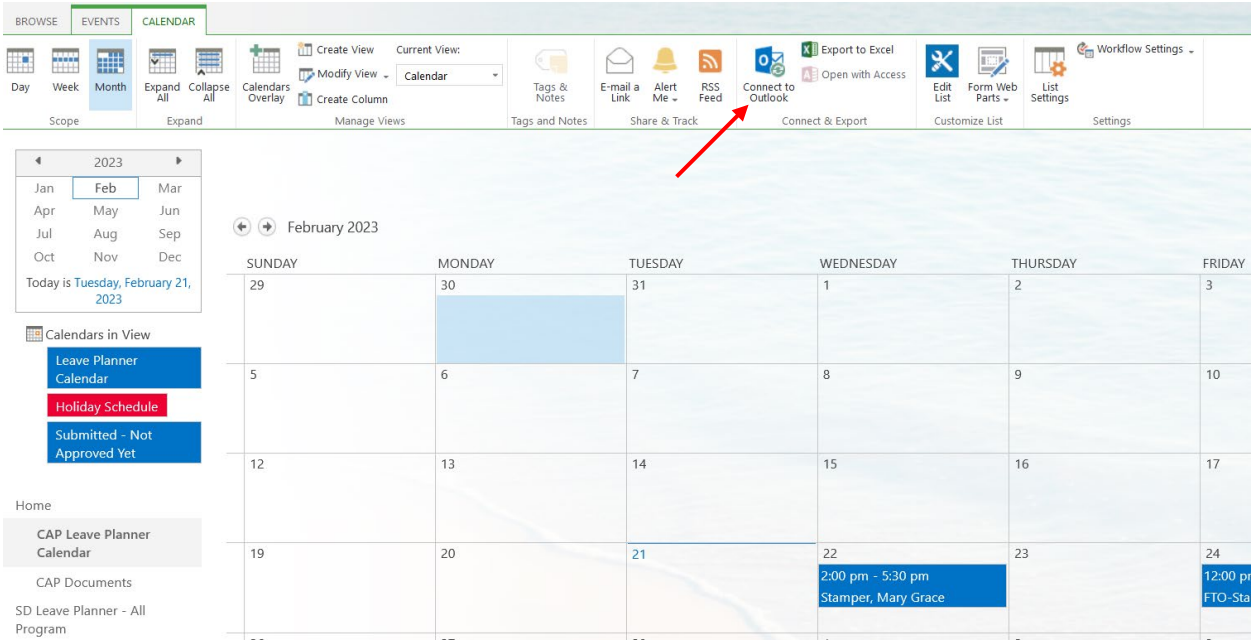
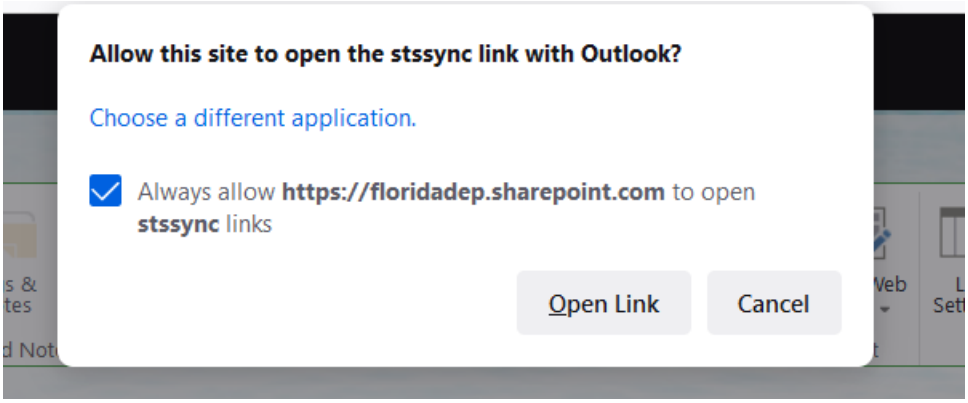
Instructions to Connect SharePoint-CAP Leave Planner to your Outlook

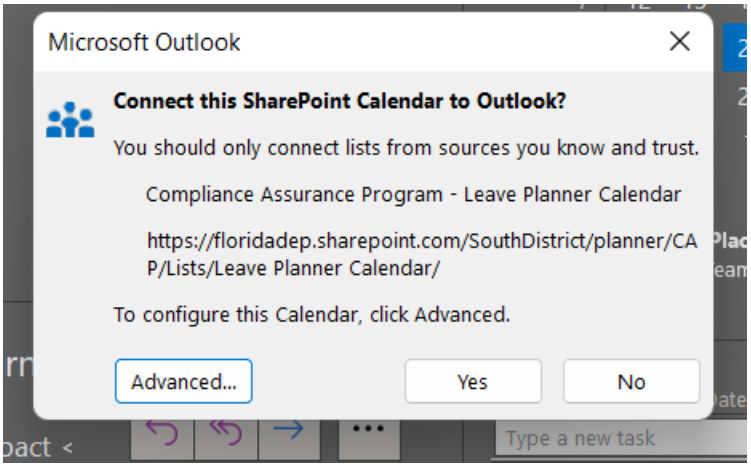
1. Go to https://floridadep.sharepoint.com/SouthDistrict/planner/CAP/Lists/Leave%20Planner%20Calendar/calendar.aspx
2. Click on the calendar then select CALENDAR menu, Connect to Outlook



3. A popup box will open. Click the box to always allow to open stssync links then Open Link



4. In Outlook, click Yes on the popup box to Connect this SharePoint Calendar to Outlook.



5. The CAP Leave Planner is now available to view in your Outlook.