

There is now a calendar available called “Kawerak Closures.”

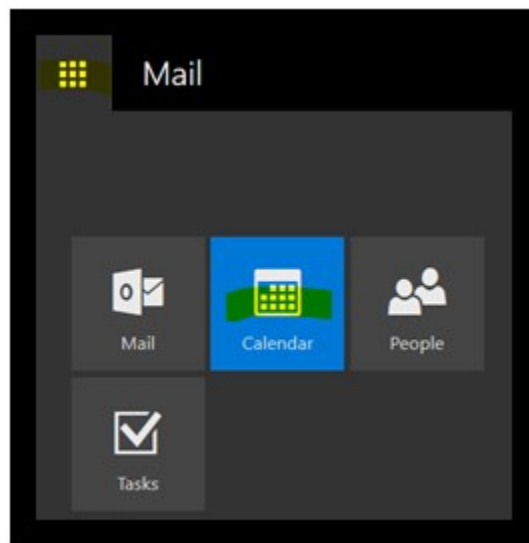
“Kawerak Closures” calendar shows which Kawerak offices are closed for infection control precautions.

All staff have permissions to *view* the calendar only. The calendar will only be edited by the assigned staff. If you have questions, please reach out to Darlene Trigg, Chandre Szafran, or Logan Hebel.

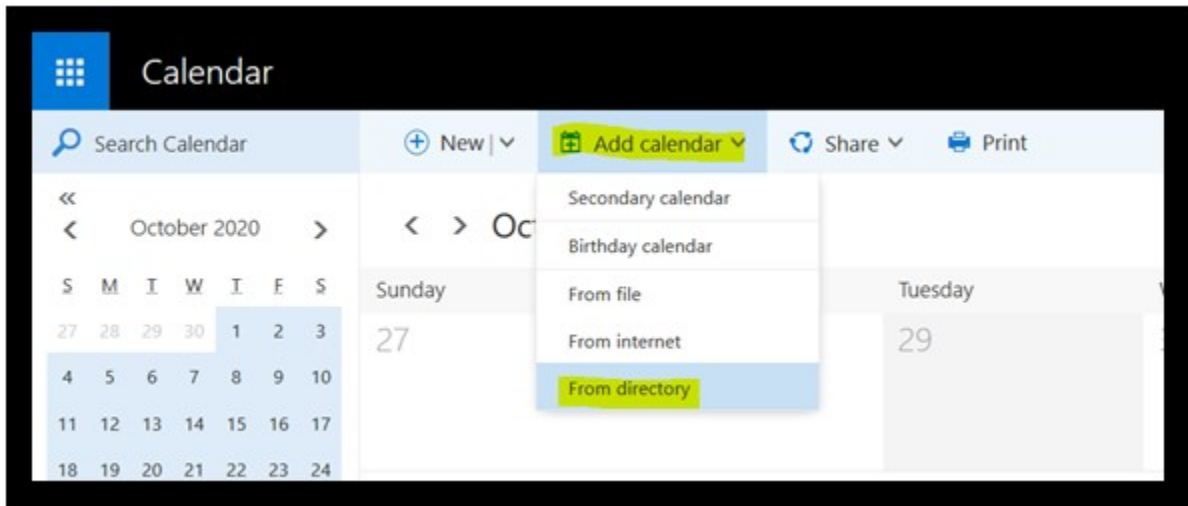
Viewing the Kawerak Office Closures Calendar for staff using Outlook Web Access (aka ‘Webmail’ —primarily Village-based users)

Log in.

- Click the ***window pattern*** (top left graphic, looks like squares)
- Select ***Calendar***



- Select ***Add calendar***
- Click ***From directory***



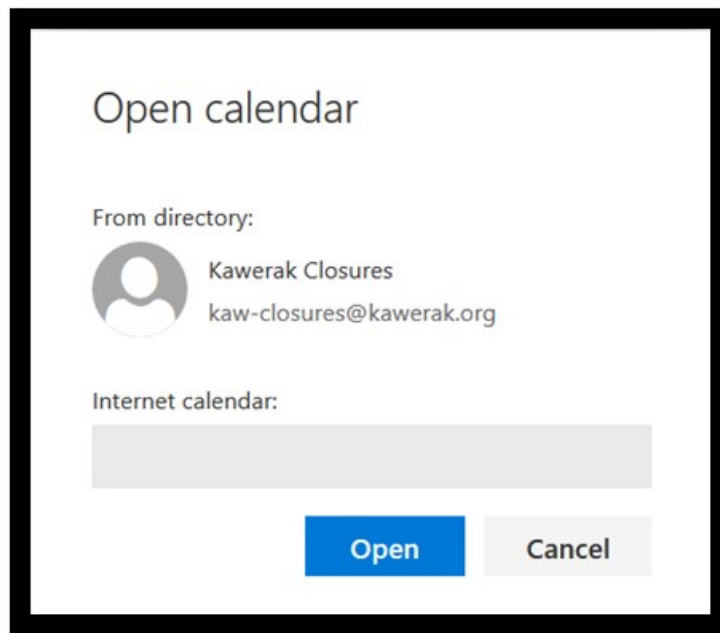
This box will then appear.

- In the From Directory field, type ***Kawerak Closures***
- Click ***Open***

A screenshot of the 'Open calendar' dialog box. It has a title 'Open calendar'. Below it are two input fields: 'From directory:' and 'Internet calendar:'. The 'From directory:' field has a cursor in it. At the bottom are two buttons: 'Open' (highlighted in blue) and 'Cancel'.

It should look like this.

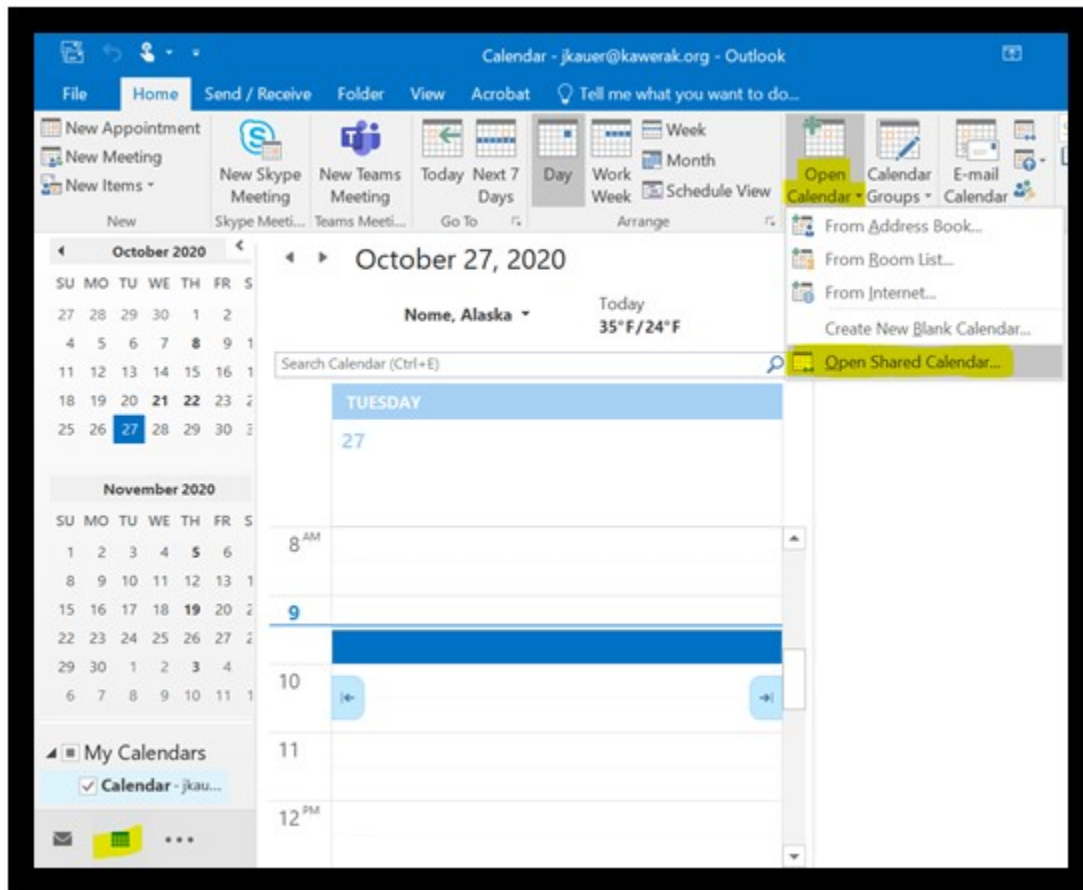
- Click ***Open*** one more time.



In Webmail, the calendar should show up under 'Peoples Calendars' for you to view any time.

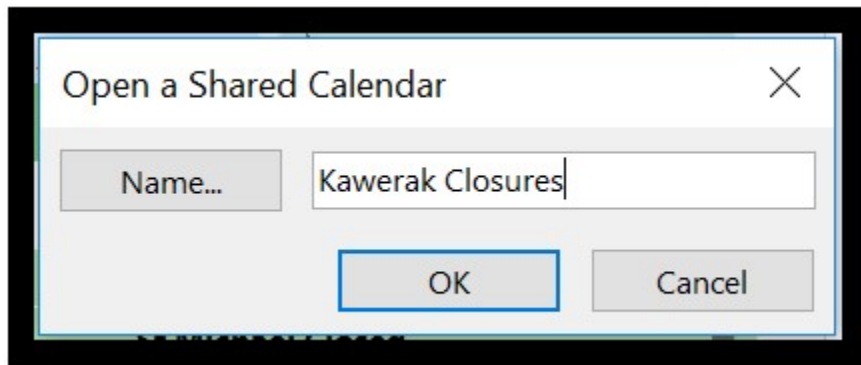
Viewing the Kawerak Office Closures Calendar for staff using Outlook (primarily Nome-based users)

- Open ***Calendar*** (bottom left)
- Click ***Open Calendar***
- Click ***Open Shared Calendar***



A box should come up that looks like this.

- In the Name field, type ***Kawerak Closures***
- Click ***OK***



"Kawerak Closures" should remain available in Outlook "Shared Calendars" to view any time.