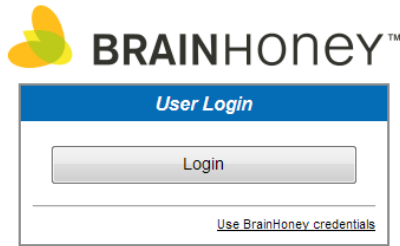
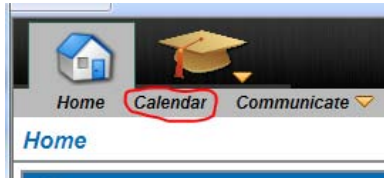


How to subscribe in Microsoft Outlook to a BrainHoney calendar

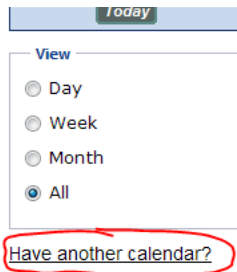
1. Login into BrainHoney (<http://byui.brainhoney.com/>)



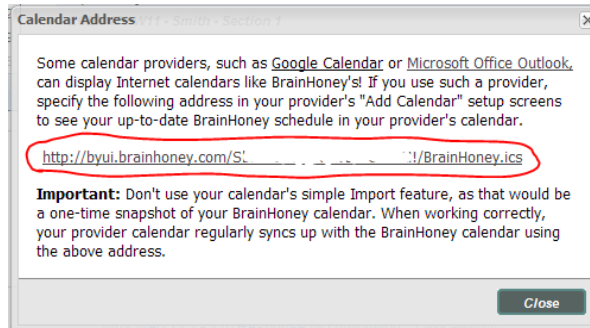
2. Select Home | Calendar



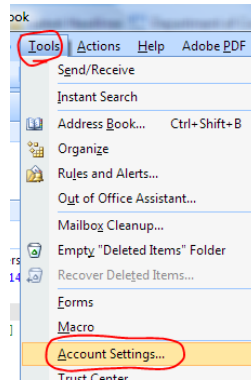
3. Select "Have another calendar?"



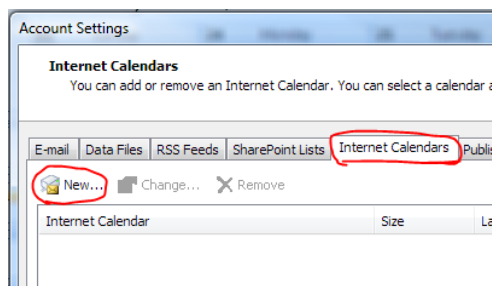
4. Copy the link and then open Outlook (Do not double-click the link or save to a file. Doing this will only give you a snapshot of the calendar. Outlook will not update future changes.)



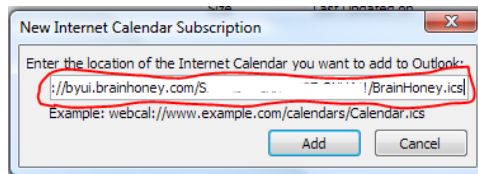
5. Open Outlook
6. Select Tools | Account Settings



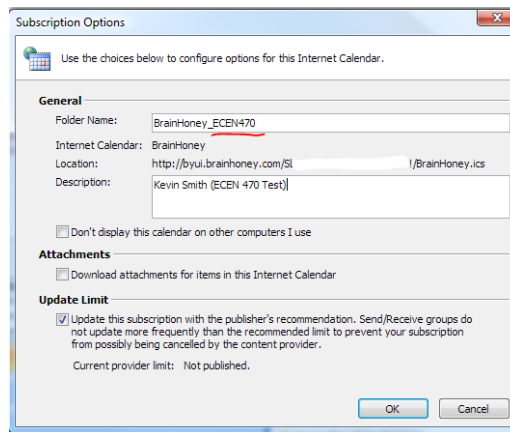
- a. Select Internet Calendars | New...



- b. Paste in the URL from step 4 above



- c. Select Add
- d. Change Folder Name



- e. Select OK | Close
- f. Select BrainHoney_ECEN470 (or the name you entered) to view the calendar

