

# How to Access Assessment Calendar in Outlook (Application)

Step 1 –  
Navigate to  
Calendar in  
Outlook

The screenshot displays the Outlook application interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The Home tab is active, showing various actions like New Email, Delete, Reply, and Forward. The left navigation pane shows the Favorites section with a red box highlighting the calendar icon. The main pane shows an email list with columns for From, Subject, Received, Size, and Mention. The bottom status bar indicates 89 items, 10 unread, and 2 reminders.

From	Subject	Received	Size	Mention
		Mon 8/23/2021 3:0...	109 ...	
		Mon 8/23/2021 3:0...	137 ...	
		Mon 8/23/2021 2:5...	122 ...	
		Mon 8/23/2021 2:5...	108 ...	
		Mon 8/23/2021 2:3...	152 ...	
		Mon 8/23/2021 2:2...	83 KB	
		Mon 8/23/2021 2:1...	106 ...	
		Mon 8/23/2021 2:0...	127 ...	
		Mon 8/23/2021 1:5...	200 ...	
		Mon 8/23/2021 10:...	82 KB	

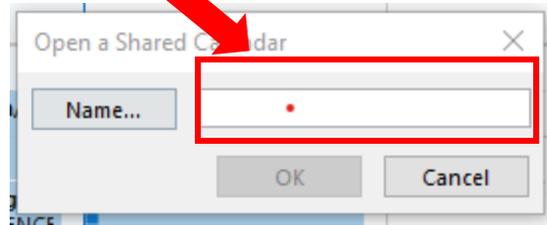
Step 2 – Click Add Calendar

Step 3 – Click Open Shared Calendar...

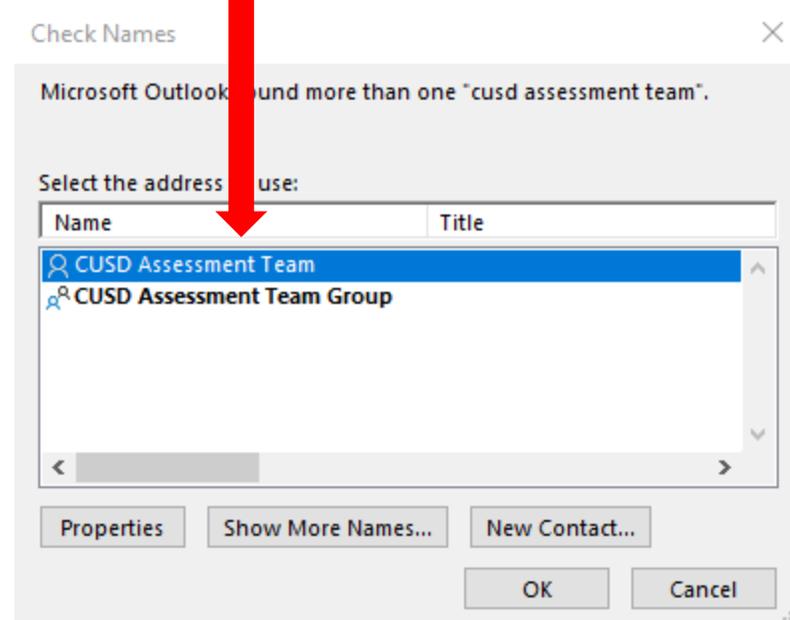
The screenshot displays the Microsoft Outlook calendar interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The 'Home' tab is active, showing options for 'New Appointment Meeting Items', 'Meet Now', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', and 'Share Calendar'. The 'Add Calendar' button is highlighted with a red box, and a red arrow points from the 'Step 2' text box to it. Below the ribbon, the calendar view shows a weekly layout for August 22 - 28, 2021, with a 'Parent/Teacher Conferences' event scheduled for Wednesday, August 25. The 'My Calendars' list on the left shows a blue calendar selected. The status bar at the bottom indicates 'Items: 21', 'Reminders: 2', and 'Connected to: Microsoft Exchange'.

SU	MO	TU	WE	TH	FR	SA
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Step 4 – Search **CUSD Assessment Team** and press Enter



Step 6 – Select **CUSD Assessment Team**







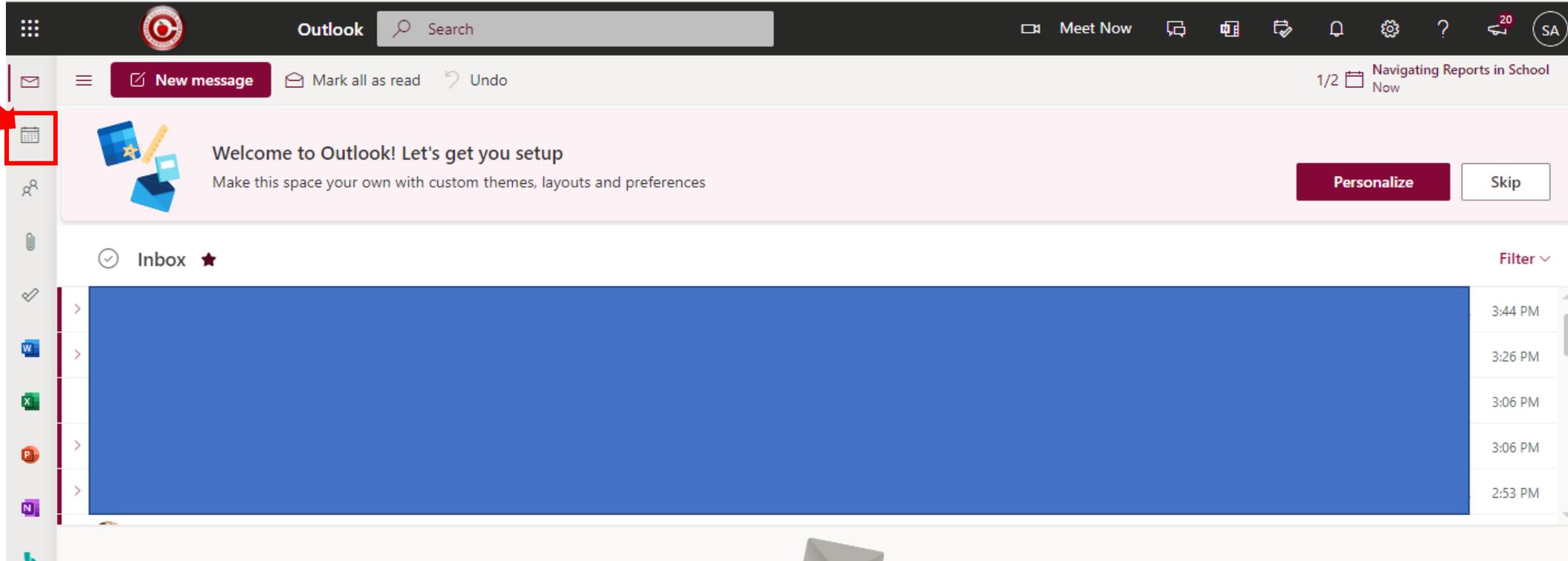
The CUSD Assessment Calendar will overlay on top of your personal calendar and is set to VIEW only.

Today < > August 22 - 28, 2021 Washington, D.C. Today 91° F / 77° F Tomorrow 94° F / 76° F Wednesday 94° F / 78° F Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
← From Jul 12 AZELLA KPT Field Test To Sep 17 →						
← From Aug 2 K-1 SchoolCity Exposure Window #1 To Sep 17 →						
← From Aug 2 K-3 CORE Literacy Library (Identified Students Only) To Sep 3 →						
← From Aug 2 2-6 SchoolCity Benchmark #1						
10 AM	[Large blue rectangular area covering the main calendar grid]					
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						

# How to Access Assessment Calendar in Outlook (Web-Based)

Step 1 –  
Navigate to  
Calendar in  
Outlook



The screenshot shows the Microsoft Outlook web interface. At the top, there is a search bar and navigation icons. The main area displays a calendar for August 22-28, 2021, with a blue event block for 'Parent/Teacher Conferences' on Monday, August 23rd. In the left sidebar, under 'My calendars', the 'Add calendar' option is highlighted with a red box. A red callout box on the left contains the text 'Step 2 - Select Add calendar' with an arrow pointing to the 'Add calendar' button.

Outlook

Search

Meet Now

New event

Today August 22-28, 2021

Week Share Print

August 2021

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

22 Sun Aug 23 Mon 71° 24 Tue 25 Wed 26 Thu 27 Fri 28 Sat

Parent/Teacher Conferences

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Waiting for outlook.office.com...

Step 2 –  
Select Add  
calendar

Add calendar

My calendars

Calendar

United States holid...

Birthdays

Step 3 –  
Select Add  
from  
directory

**Add calendar**

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Schools
- Holidays
- TeamSnap
- Looking for additional calendars? Yes No

### Add from directory

Select a person, group, or resource from your organization's directory to view the associated calendar.

CT CUSD Assessment Team X

Add to

People's calendars

Add

Step 4 – Type CUSD Assessment Team in the search field

Step 5 – Select where you want the calendar added

Step 6 – Click Add

Step 7 – Locate the CUSD Assessment Calendar from your list of calendars to toggle on and off