Using the client for Outlook

Click the link for Outlook

Type in your password

IF this "System Alert" pops up, click "YES" to proceed

Do you want to proceed?
If you would like to add your signature for your email.

When in a new email click “Signature”
Click on “NEW” to create a new signature

Give the signature a name and click ok

Type in this box what you want your signature to be, then click ok
If you previously shared calendars with anyone, you will need to delete them and add them again.

Right click on a shared calendar and click “delete”
Click the TO:
and make sure that the address book you have chosen says: GLOBAL ADDRESS LIST. It does not by default. Double click the recipient and click ok. Click “SEND”

Check the box of the calendar you want to share then click “Share calendar”

Make sure the calendar you want to share is in the subject line

If you want the recipient to add, edit, and delete items in this calendar, make sure you check this box.