Viewing the Extension Training System Calendar of **APPROVED** trainings:

1. In Outlook 2007/2010, go to the **Calendar** view

2. On the ribbon, click the **Open Calendar** icon, then click **From Internet**

3. Enter the location:
   
   http://www.caes.uga.edu/Applications/Trainings2/static/eventcalendar.ics
   
   then click **OK**.

4. When asked to “Add this Internet Calendar to Outlook and subscribe to updates?”, click **Yes**.

5. You will now be able to see the “**Extension Training System Calendar**” in your list of available calendars.

**Note:**

This calendar is available only to provide a convenient view of upcoming trainings. Sessions cannot be proposed or edited within Outlook. Training details can be found in the **Extension Training System:**

http://www.caes.uga.edu/applications/trainings2

Calendar help documentation can be found at: http://www.caes.uga.edu/intranet/coextopr/calendars

For questions or further assistance, please contact Sunshine Jordan at 706-542-7786 or suni@uga.edu.
Remember:
These are only proposed training sessions. They have not been approved. Sessions cannot be proposed or edited within Outlook. Training details can be found in the Extension Training System:
http://www.caes.uga.edu/applications/trainings2

Calendar help documentation can be found at: http://www.caes.uga.edu/intranet/coextopr/calendars

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