Sharing your Calendar with MyOHIO Success Network

1. Email Loralyn Taylor (TaylorL4@ohio.edu) to be added to the calendar group or talk to your regional campus MOSN super user.
2. Log in to Catmail (Office 365) at: http://catmail.ohio.edu/
3. Locate the Calendar icon at the bottom right of your screen. Click on Calendar
4. At the top of the screen near the middle, click on Share
5. Pick Calendar
6. In Share with type: svc-starfish & click Search Directory
7. Click on MyOHIO Success Network
8. Pick Full details
9. Click on Send
10. Click the drop down next to your name
11. In MyOHIO Success Network, use the menu to select Email Notifications
12. Check Read Busy Times, then Submit