## Download and save a copy of your Calendar (you will be required to do this at least annually)

A) Right-click anywhere in the grey button ribbon at the top of the screen and click 'Customize the Ribbon'

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## B) On the right hand side of the screen, ensure that Home Calendar is highlighted and click the New Group button below the list of options.

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## C) A new entry in the list will have appeared called 'New Group (Custom).' Right-click this and select Rename, rename it to Share

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D) Keep this group selected in the list and in 'Choose commands from' drop-down list above the left-hand list on this screen, change 'Popular Commands' to 'All Commands.'

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E) Scroll down the left-hand list to find E-mail Calendar.



F) Select E-mail Calendar and click the Add >> button. Click OK



G) The E-mail Calendar button should now be at the top of the Outlook calendar window. Please click on Email Calendar

F 5 -	Calendar - L.Parker2@lboro.ac.uk - Outlook	፼ – ₽ ×
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H) This will open a new email message and ask you to indicate the date range, as well as the details of the contents i.e availability only,full details



I) Change the Date Range to 'Specify Dates' and insert dates of employment. Change the details to 'Full details'



J) Click OK – Outlook will generate all the information – which may take SEVERAL minutes.



K) Once complete the email should be sent to <u>HRImmigration@lboro.ac.uk</u>

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