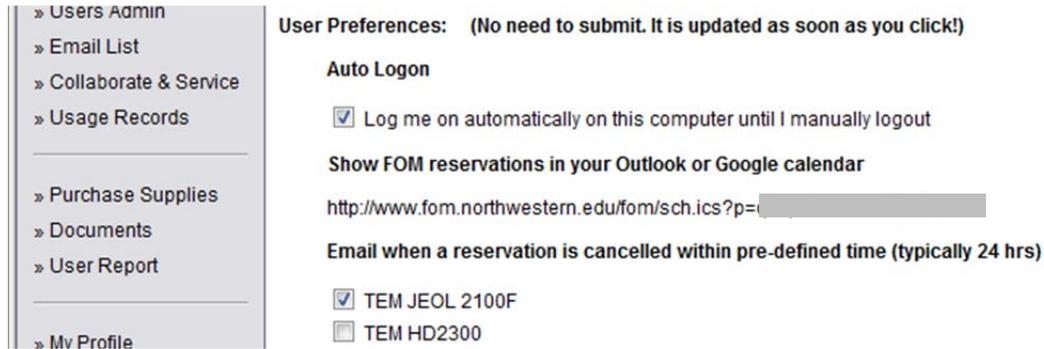


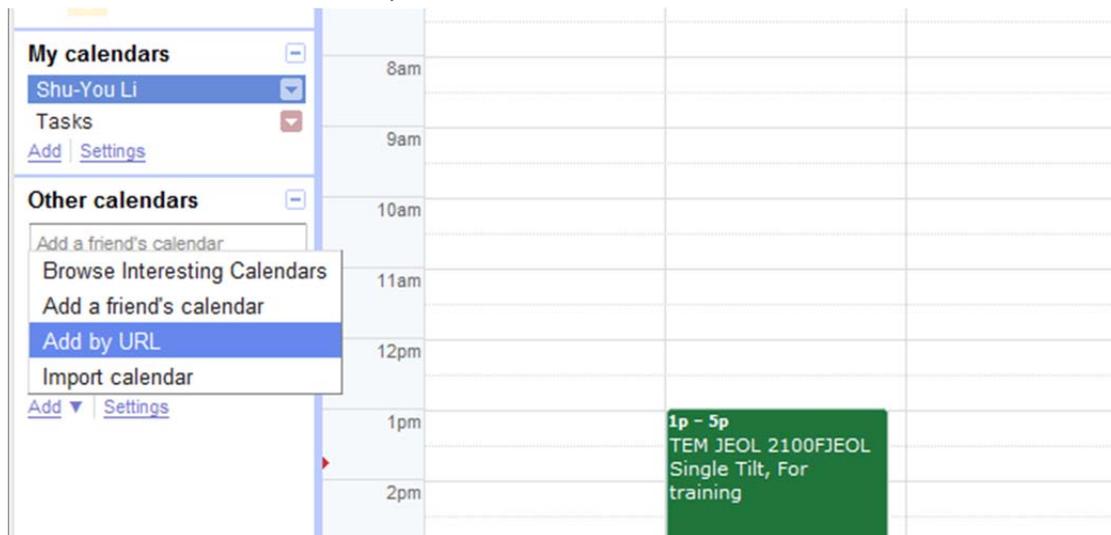
Instructions to add FOM schedule to Google or Outlook Calendar

By Shuyou Li, 5/3/2011

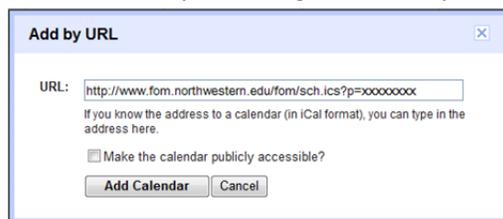
1. Login FOM, go to "My Profile" page. Copy the link below "Show FOM reservations in your Outlook or Google Calendar".



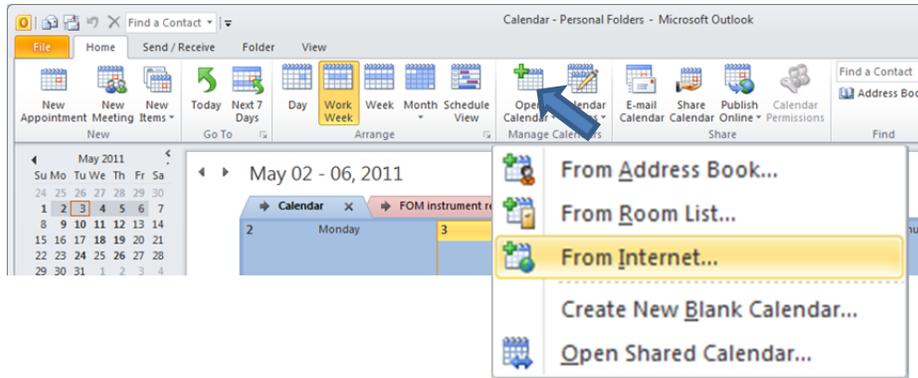
2. To add FOM Schedule to Google calendar, login your Google Calendar, click the "Add" link at the lower left corner, and select to "Add by URL".



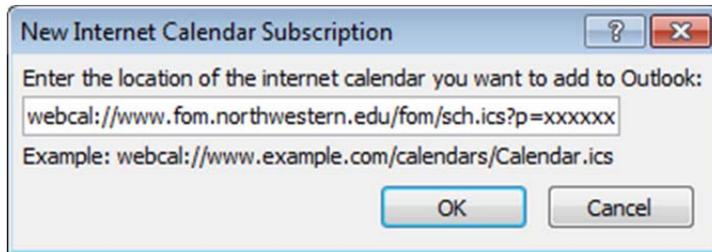
3. Paste the URL you have got from Step #1 in the URL field and click "Add Calendar".



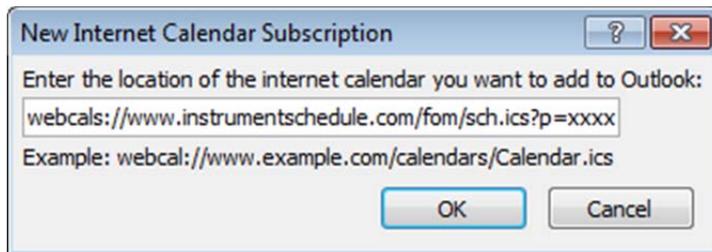
4. To add FOM schedule to outlook (version 2010), go to the Calendar View of your outlook, then click the icon Open Calendar, and then select From Internet.
- 5.



6. Paste the URL that you have got from Step #1. If your FOM schedule URL starts with `http://`, change your link to start with `webcal://`; If your FOM schedule URL starts with `https://`, change your link to start with `webcals://`.



OR



7. Click OK.