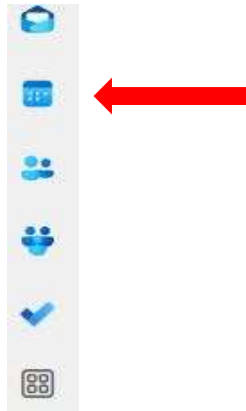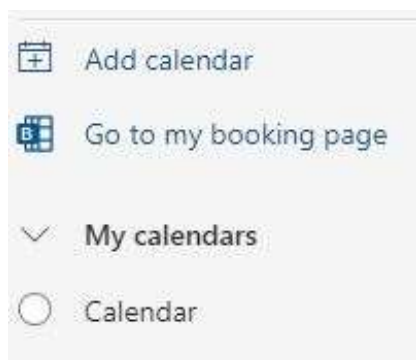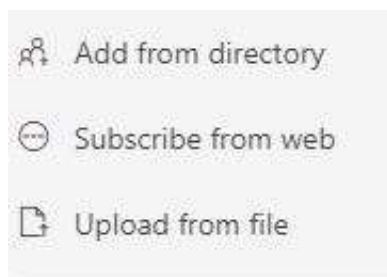# How to add CHILDS Framework calendar via NHS Webmail

1. Click on the calendar icon

2. Click on 'Add Calendar' in left hand grey margin

3. Click on 'Add from directory'

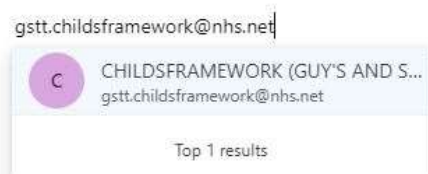4. Click on the drop down arrow by 'Select an account', and choose your NHS.net email account.

5. Type gstt.childsframework@nhs.net where it says 'Enter a name or email address' until the mailbox shows then click on it to select it

6. Under 'Add to', choose which of your folders you would like the calendar to appear in, then click on the 'Add' button.
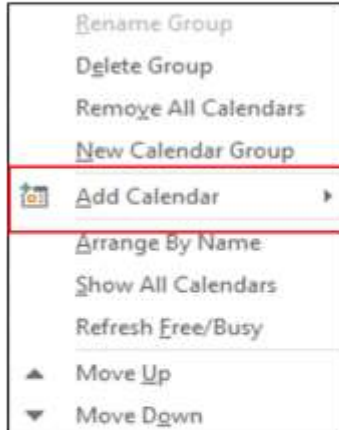
7. There will be a short wait whilst the calendar is added. If successful, a 'success' pop-up will briefly appear on screen and the Childs Framework will then be visible.
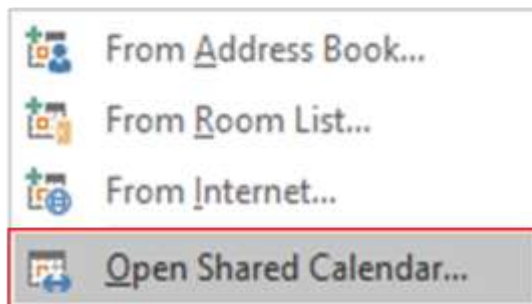
How to add CHILDS Framework calendar in Outlook

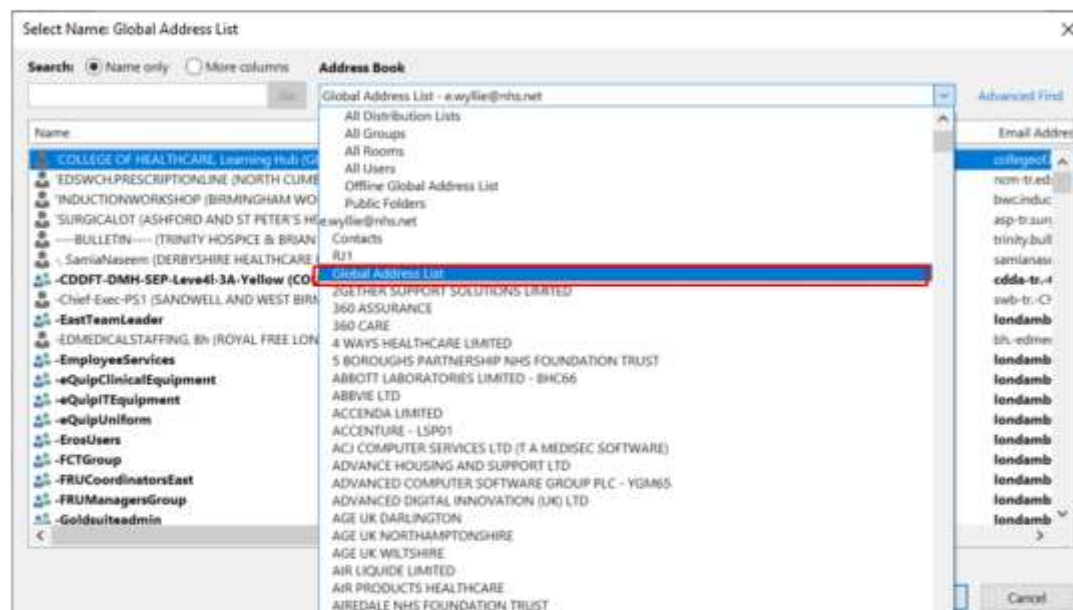## 1. Right click on 'shared calendars' in Outlook calendar tab
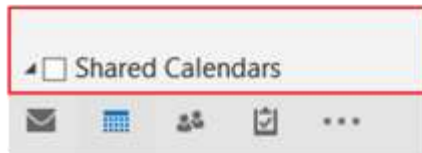
2. 'Add calendar'

3. 'Open shared calendar'

4. Click 'Name'

5. Select 'Global address list' from your nhs.net email options

6. Type in 'childsframework' and it should come up. Select and you should be able to view the calendar.