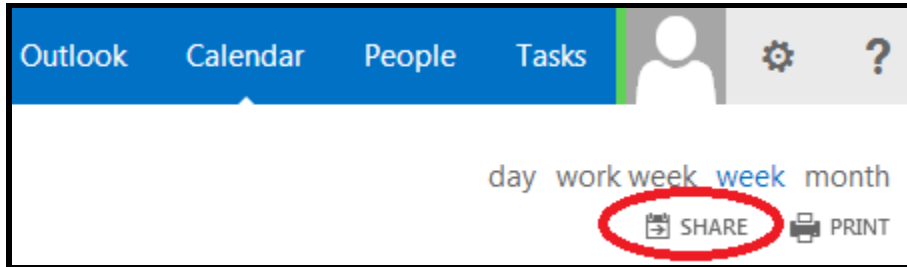


# JTS Calendar Integration Directions

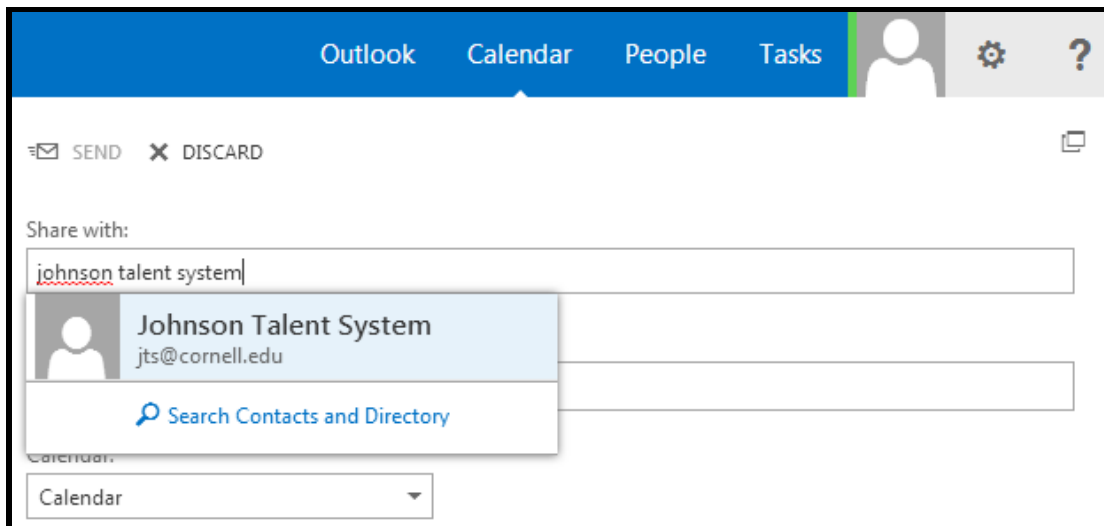
1. Sign-in to [outlook.cornell.edu](https://outlook.cornell.edu)
2. Click on “Calendar” in the top right corner of the page:



3. Once you have clicked on the calendar, click “Share” in the top right corner:



4. Type in Johnson Talent System in the “Share with” box, then search your contacts for it, and click on it:



5. Once you do this, you will need to give it “Editor” permissions ONLY, then click “SEND.” This will complete the sharing process.

