

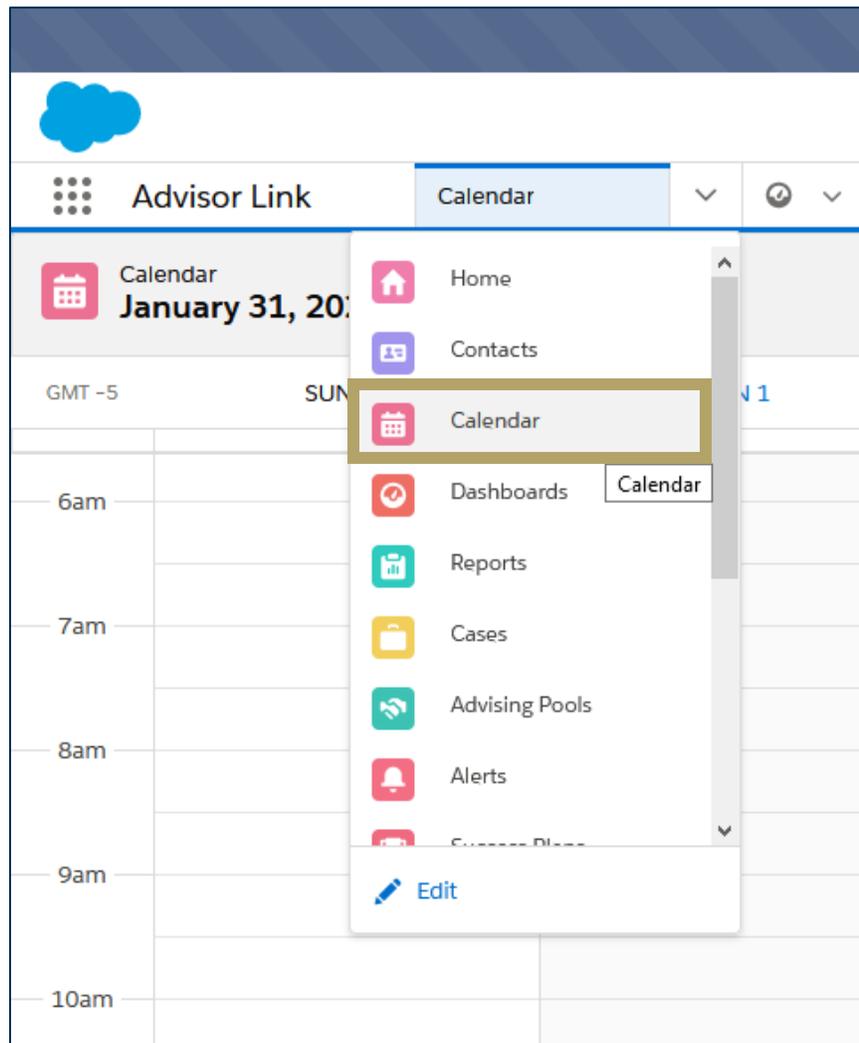


Share Advisor Link calendar with colleagues.

In the case of an unplanned absence, you may need coworkers to view your advisee's names to service your appointments or to reschedule.

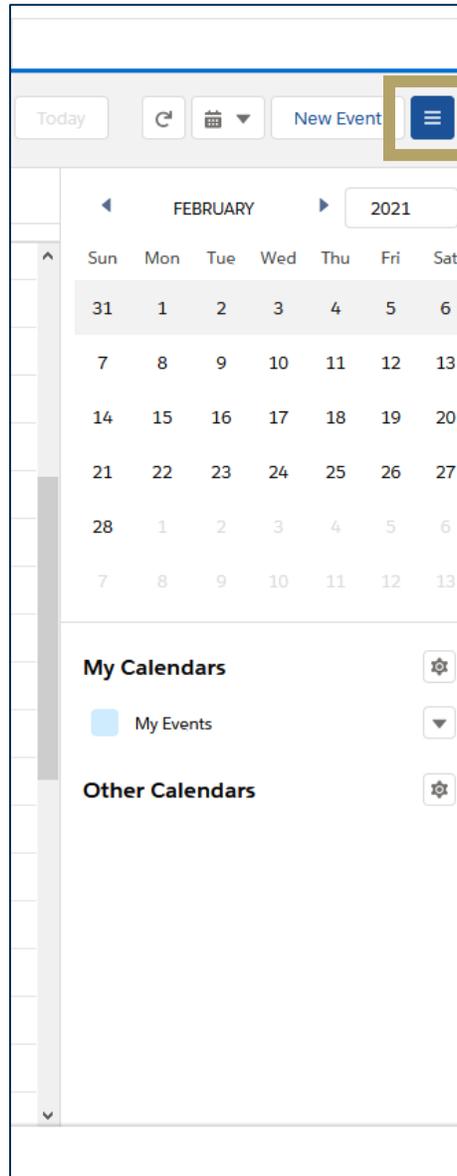
The following process will allow other staff to view the names of your advisees on your shared calendar.

1. In Advisor Link Locate your **Calendar**.



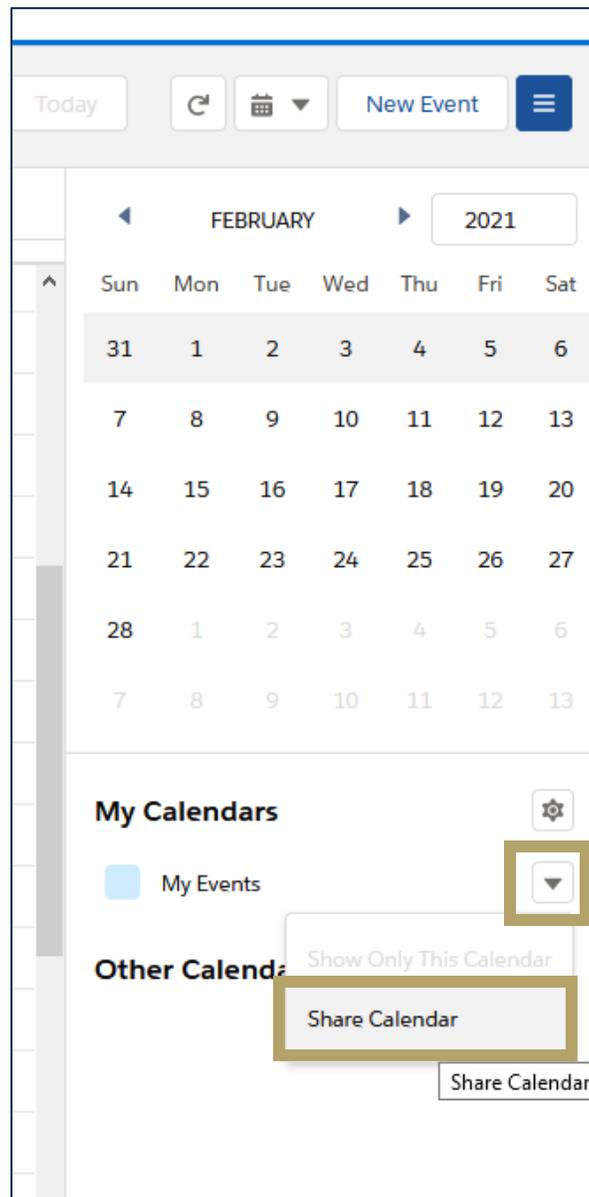


2. Click on the three horizontal lines to view **"My Events"**. You will also see shared calendars in this location and can toggle them on and off by clicking on the colored boxes.





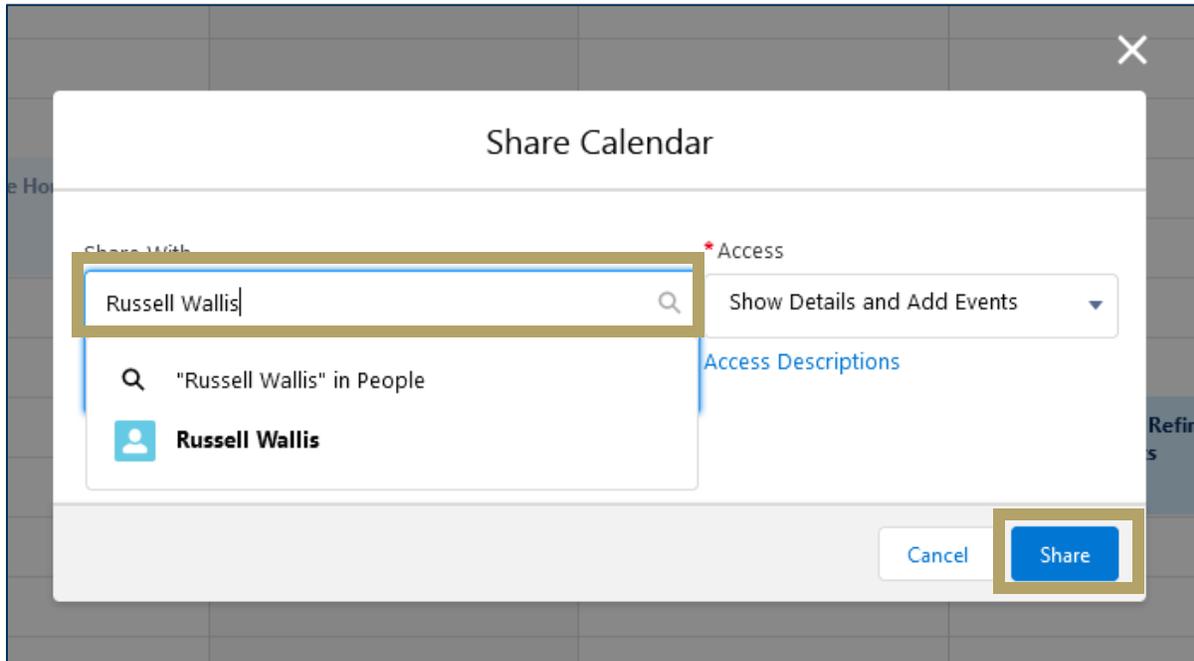
3. Click the down arrow next to **"My Events"**



4. Select **"Share Calendar"**.



5. Enter the Name of the Advisor you are sharing with.



6. Click **Share**.