

**How to import your Momentum calendar into your Outlook calendar:**

Have your Outlook calendar open.

Click on the link for your pod or Mastery group, ie:

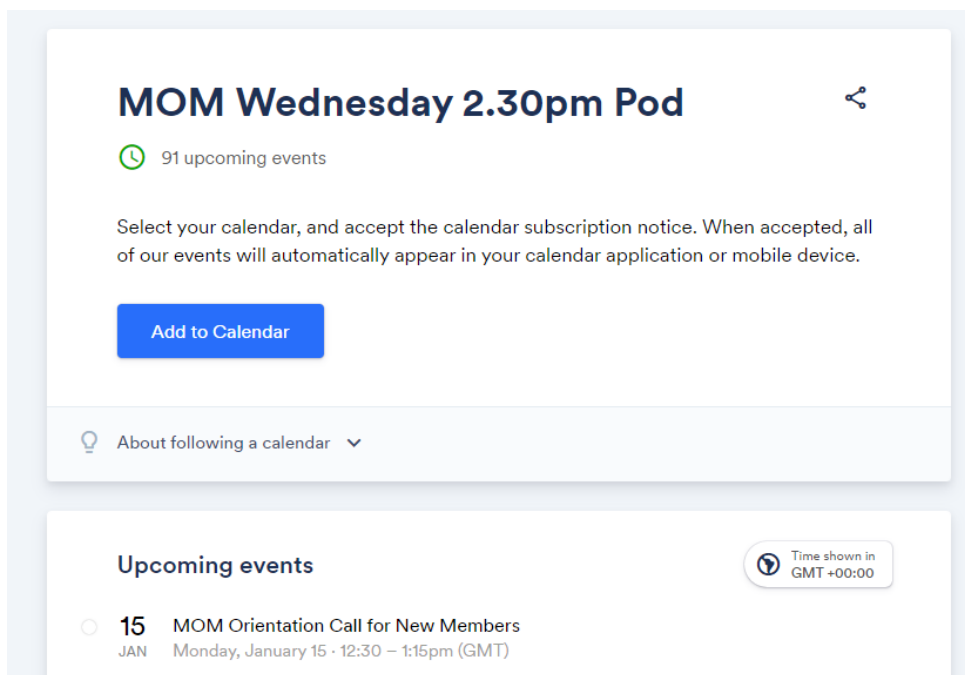
Monday 1pm Pod Group - <http://cal.ae/usmaohw>

Wednesday 2.30pm Pod Group - <http://cal.ae/usmeeaw>

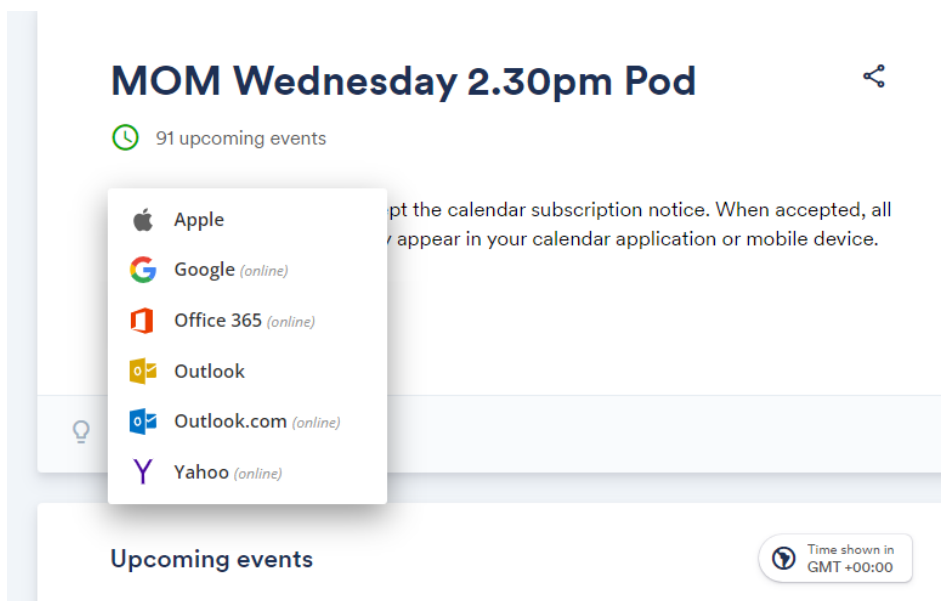
Mastery Group - <http://cal.ae/usmaghw>

This will bring up the AddEvent dialogue box below.

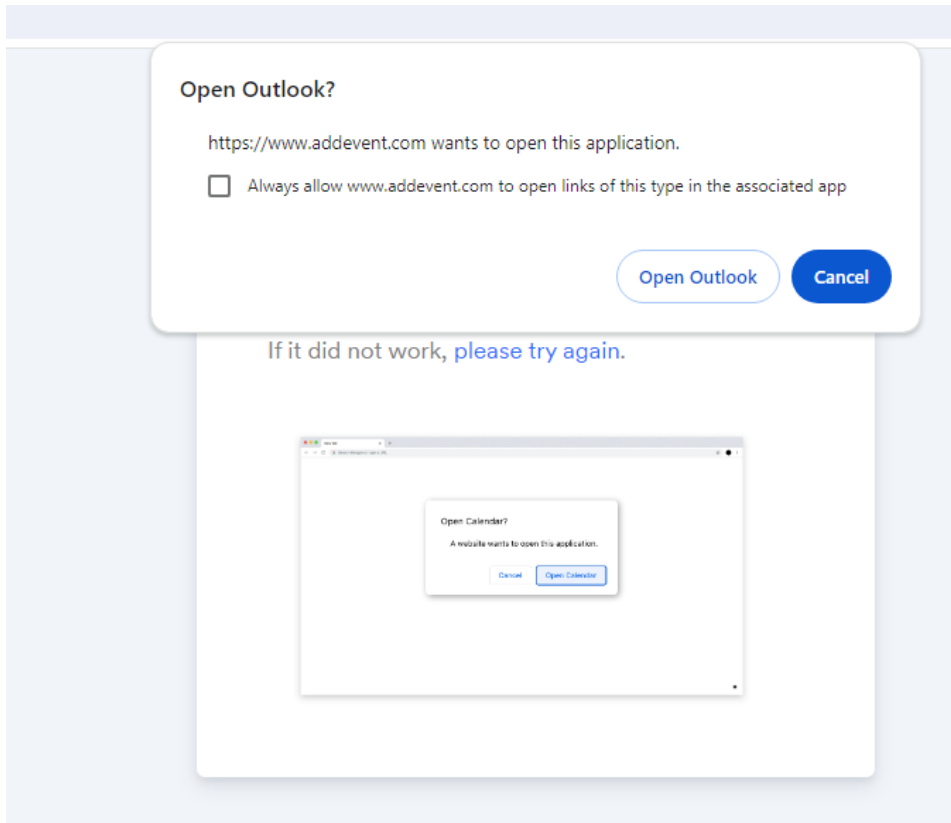
Click on the blue “Add to Calendar” button.



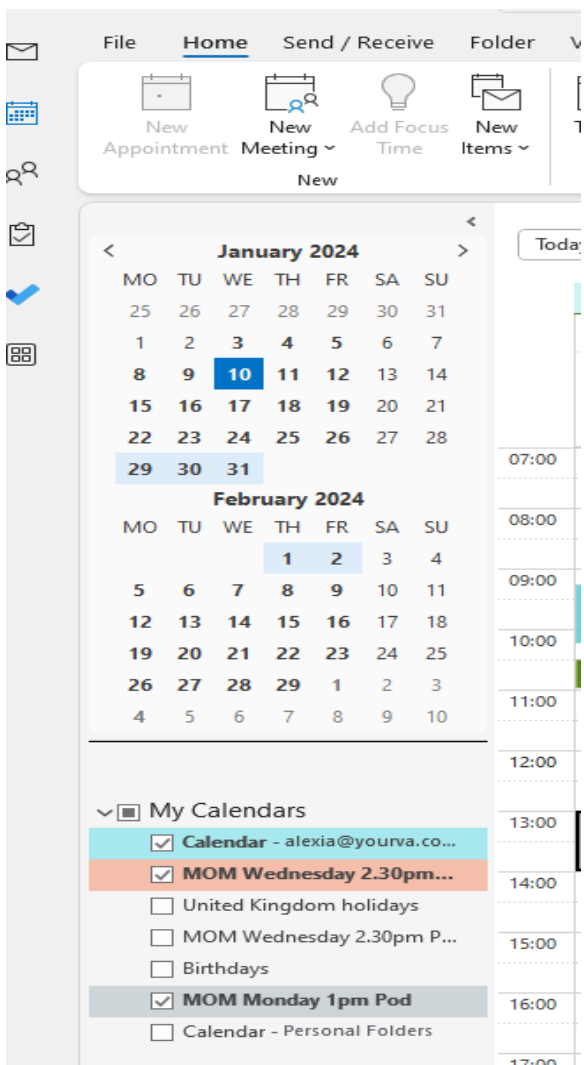
Select the yellow Outlook button as per below:



Agree to Open Outlook, as per the message below:

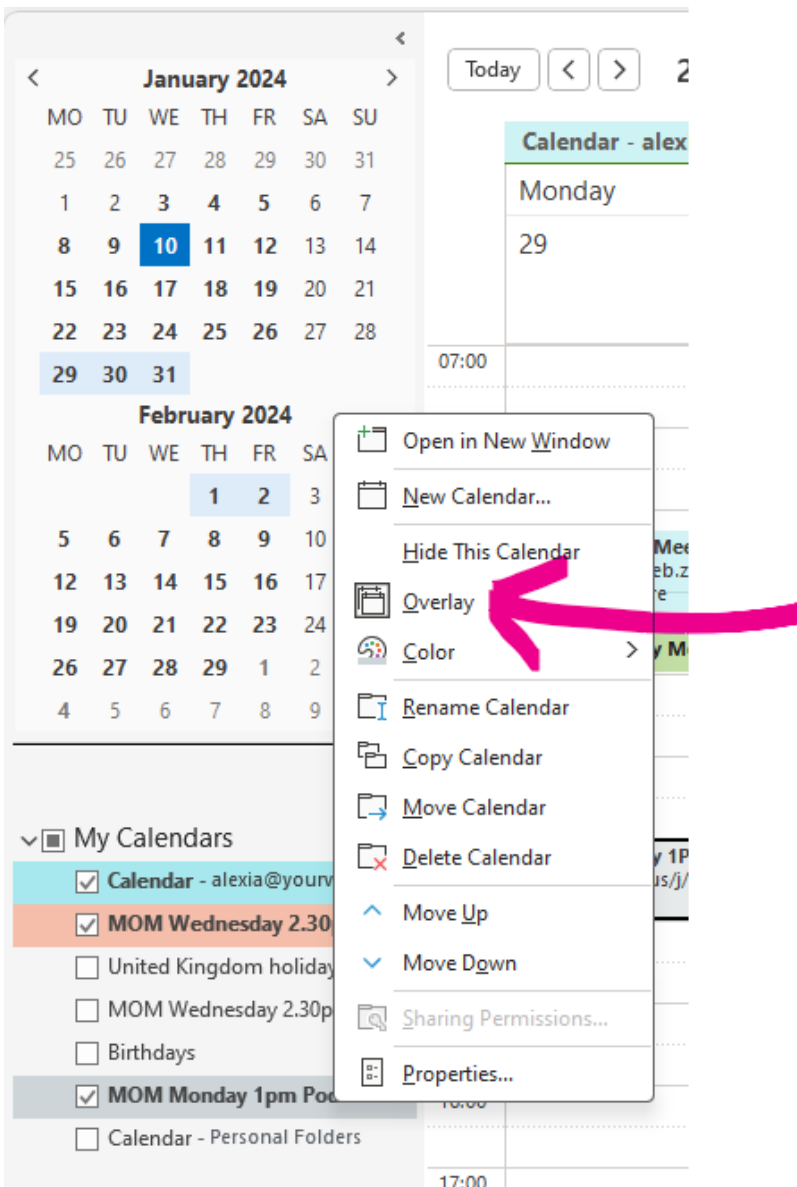


You will see the calendar appear in My Calendars as follows:



If it appears in your Shared Calendars, simply drag it up into My Calendars.

Right click next to your Momentum calendar and select the **Overlay** option. See below:



**Note:** All events in your Momentum calendar are deliberately set to **Busy** with the exception of the Orientation Call (which is only applicable to new members), so the time is automatically blocked out in your calendar. You can check this by opening the event:

