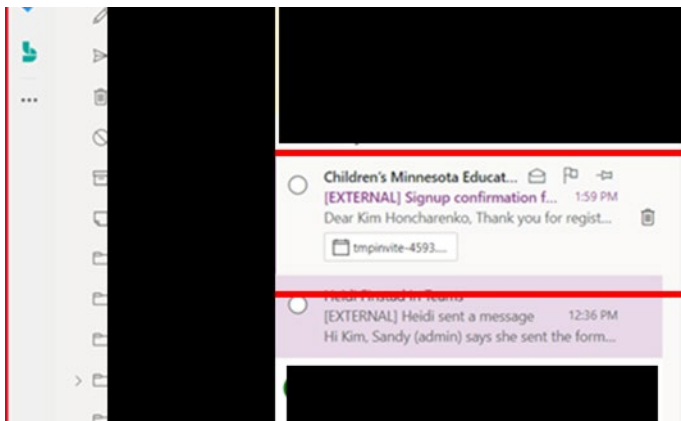


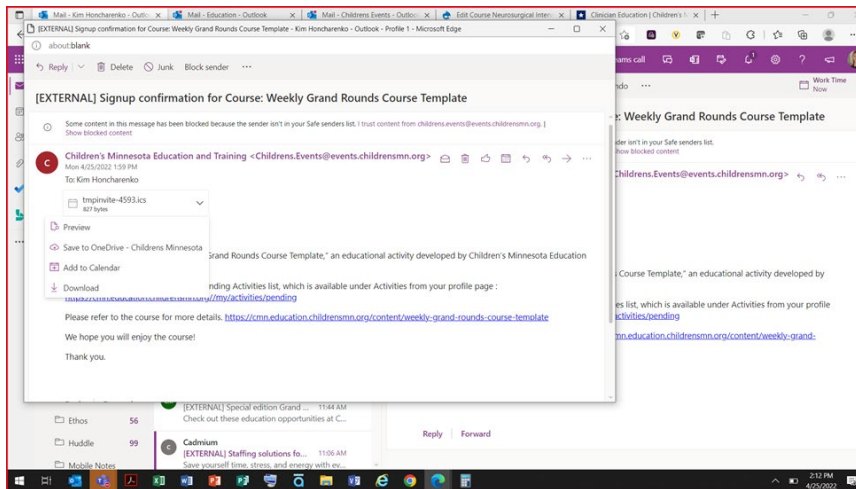
CLINICIAN LEARNING PORTAL HOW DO I SAVE THE COURSE TO MY OUTLOOK CALENDAR?

For Children's Minnesota employees only*

- Open your confirmation email from this course



- Click the add to calendar link (this will download the .ics file to your computer)



- Open your Outlook calendar
- Select "Add calendar" from the left pane just above My Calendars
- Select "Upload from file" in the Add calendar window.
- Select Browse, go to your Downloads folder and select the .ics file.
- Select the Calendar you want the appointment to show up in, typically Calendar and then select Import.