How to Add the Registrar's Office Calendar (App Version)
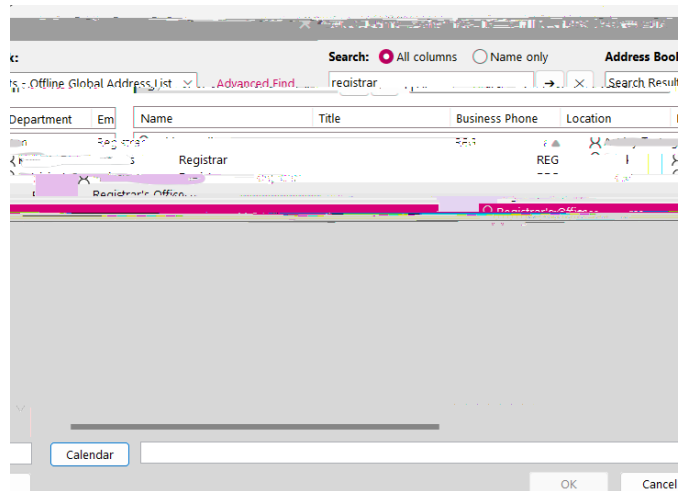
1. Log into your Outlook Account

2.

6. You may be given two options for Registrar's Office. **<u>Double click</u>** the one with the person icon (highlighted here). The email address should be registrar@washcoll.edu. Then hit OK.

7. On the lefthand side, you'll now see that the Registrar's office calendar is visible. You can toggle it on and off by clicking on it if you ever need to check deadlines or upcoming academic dates.