

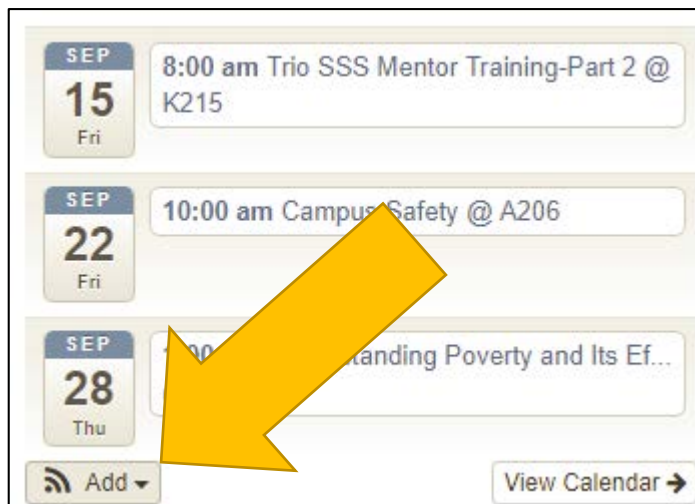
# How to get Wildfire Events in your Outlook Calendar Automatically

From the Wildfire Institute website (<http://wildfire.northlakecollege.edu>), hover over “Professional Development” in the top menu.

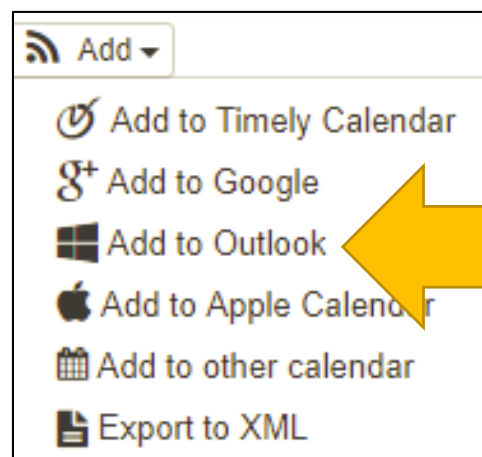
1. Select your employee category from the drop-down menu.



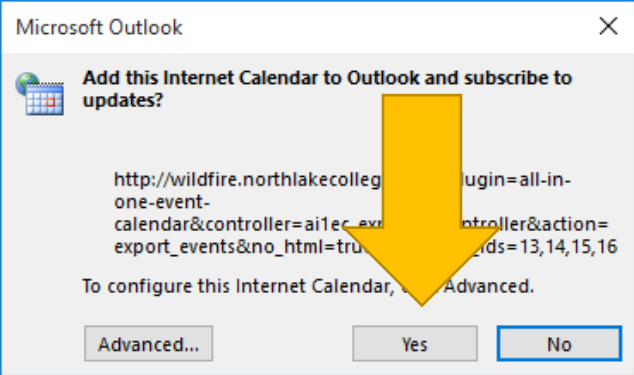
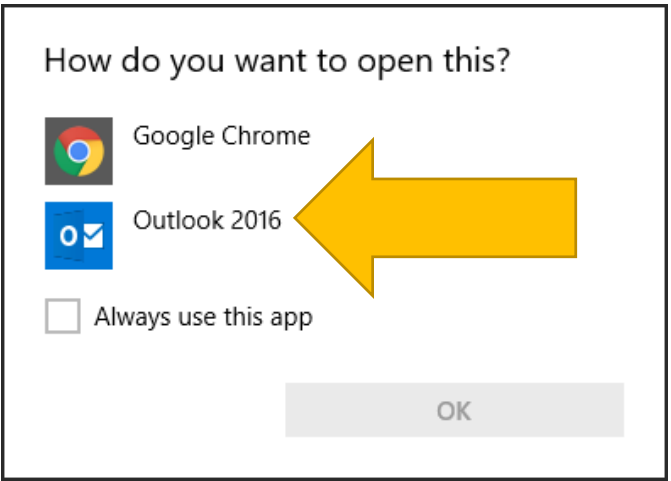
2. On the right side of the page, select the “Add” button below the list of upcoming events.



3. Choose “Add to Outlook” from the drop-down menu.

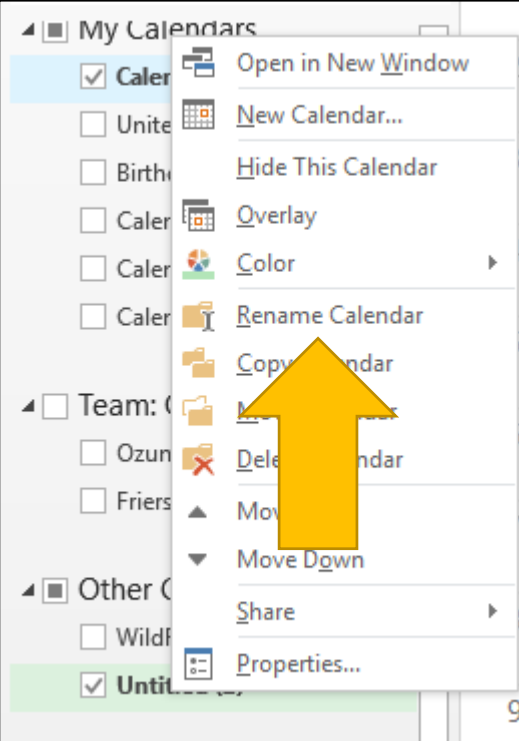
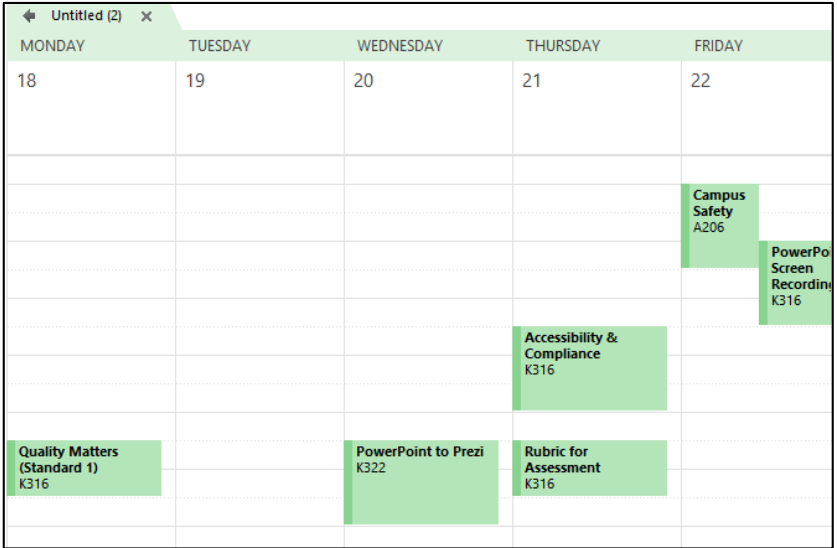


- If prompted, select your version of "Outlook" from the list of applications and click "OK."
- Select "Yes" from the pop-up window to confirm adding the calendar to Microsoft Outlook.



- You should now see the Wildfire calendar appear as a second calendar to the right of yours.

- If you wish to name the calendar, right-click on the "Untitled" calendar on the left side of the screen.



- Click "Rename Calendar," type a replacement name (such as *Wildfire*), and press "Enter."

If you have questions or need assistance, please contact Wildfire at [wildfire@dccd.edu](mailto:wildfire@dccd.edu).