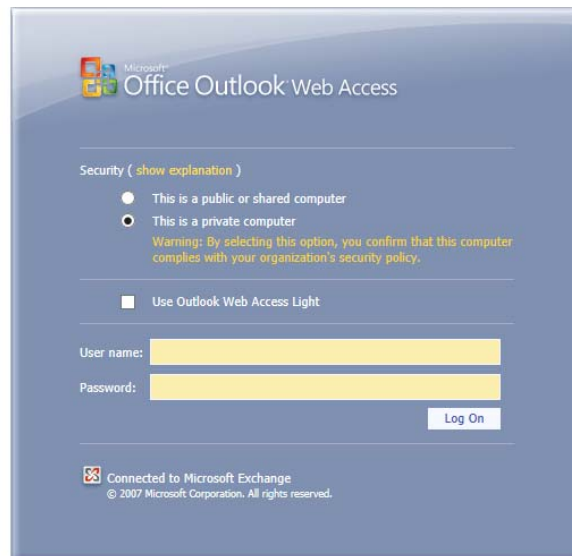


# Viewing the school calendar from home

1. You need to use **Internet Explorer** – this does not work in any other browser
2. Follow the link to the school calendar from the school website -> Quick Links (the web address is

<https://webmail.cherwell.oxon.sch.uk/owa/schoolcalendar@cherwell.oxon.sch.uk/?cmd=contents&module=calendar&view=Weekly>)

3. Use your school username and password to log in – make sure:
  - a. **This is a private computer** is selected
  - b. **Use Outlook Web Access Light** is not selected



4. Once logged in, note that events that do not have a time associated with them are all at the top of the screen. If there are several events like this, you will need to scroll through them – the scroll bar is to the right of the all day events in the screenshot below.

