

To check the Calendars or to make an appointment

- **Open Internet Explorer**
- **Type mail after www.psdschools.org/ or**
- **Go to favorites at the top and then click on PSD Mail**
- **Log in to the Outlook Web Mail with you PSD login and password**
- **Click on Public Folders down at the bottom left**
- **Click on Schools and then Dunn**
- **Select the calendar you want to view**
- **Select the day that you would like to schedule an appointment**
- **Click [New Appointment](#) at the top**
- **Fill out the subject with your class code and subject. Double check that the date and times are correct**
- **Click on Save and Close at the top**
- **If you do a recurring appointment, make sure it doesn't overlap a previous appointment by checking the weekly or monthly view at the top.**
- **Don't forget to log out and close Internet Explorer.**