

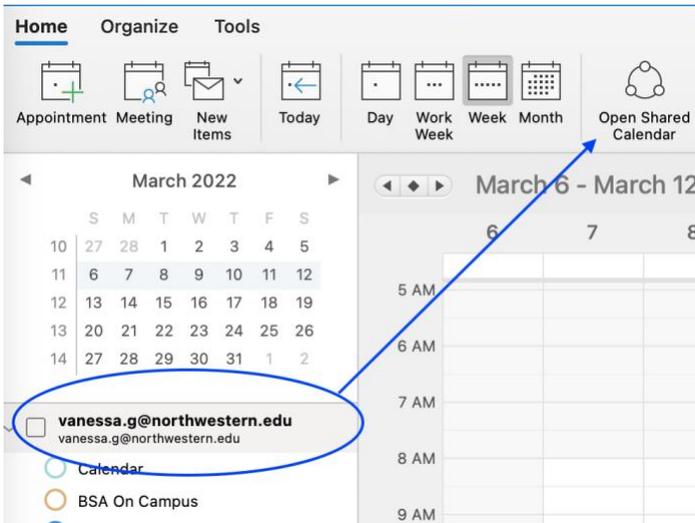
Last revised: Feb 11, 2022

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To add and view BSA Owl Device Calendar to Mac

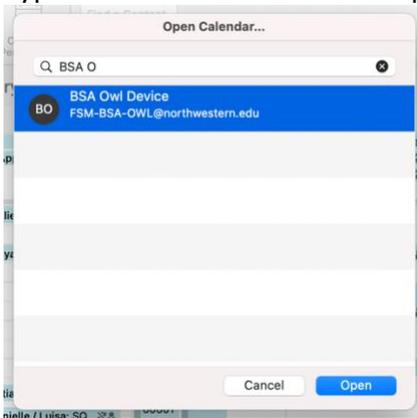
Step 1:

After selecting your calendar folder, you will see the “Open Shared Calendar” on the Home Tab



Step 2:

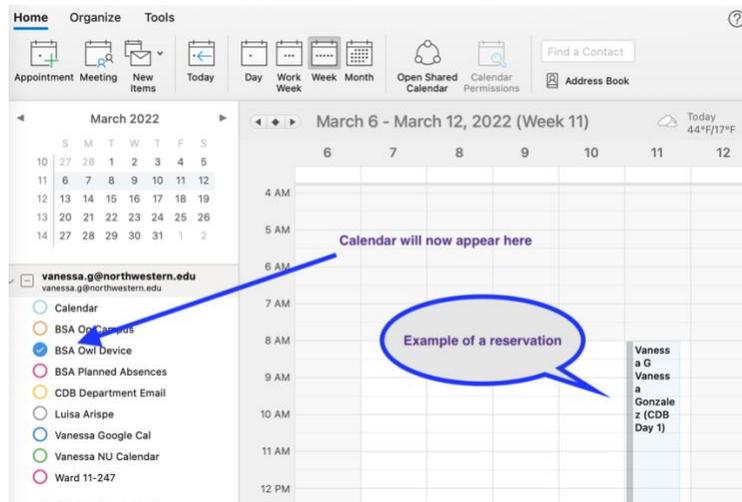
Type in **BSA Owl Device** on the pop up window, select and click open



Step 3: calendar is set

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To Reserve BSA Owl Device on Mac, send a calendar invitation to BSA Owl Device FSM-BSA-OWL@northwestern.edu