

Outlook Calendar – Viewing Itinerant Teacher Bookings

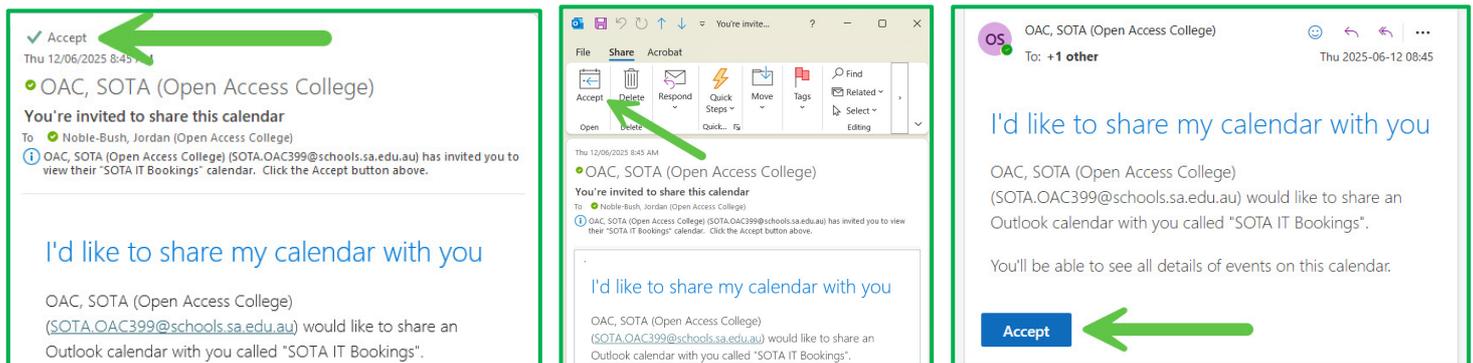
Itinerant Teachers (ITs) at School of the Air (SOTA) regularly visit families to provide face-to-face learning support.

This help sheet will show you how to open the shared **SOTA IT Bookings** calendar in Microsoft Outlook (email app) and view upcoming visits and vacancies. **All student EdPass mailboxes ending in @schools.sa.edu.au** can access the calendar.

Please note that the SOTA IT Bookings calendar is **view-only** for students and can only be edited by **SOTA staff**. An email will be sent from the SOTA mailbox in Week 7 of each term requesting family availability for the following term's bookings.

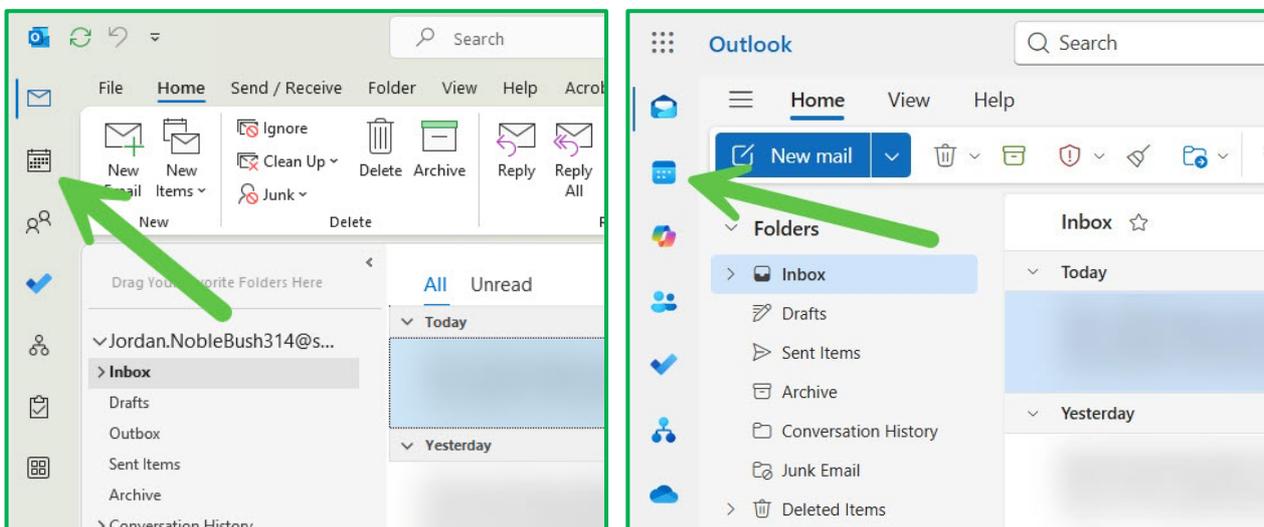
Part 1 – Accept the Invite

1. Open the **EdPass mailbox** (*firstname.lastname###@schools.sa.edu.au*) of your student in **Outlook** (email app)
 - a. If you need EdPass login details, please contact OAC Learning Technology on 8309 3500 (option 3) or SOTA
2. You will receive an email from *OAC, SOTA (Open Access College)*, subject "You're invited to share this calendar"
3. To accept the calendar invite, find the calendar invite email and click the **Accept** button

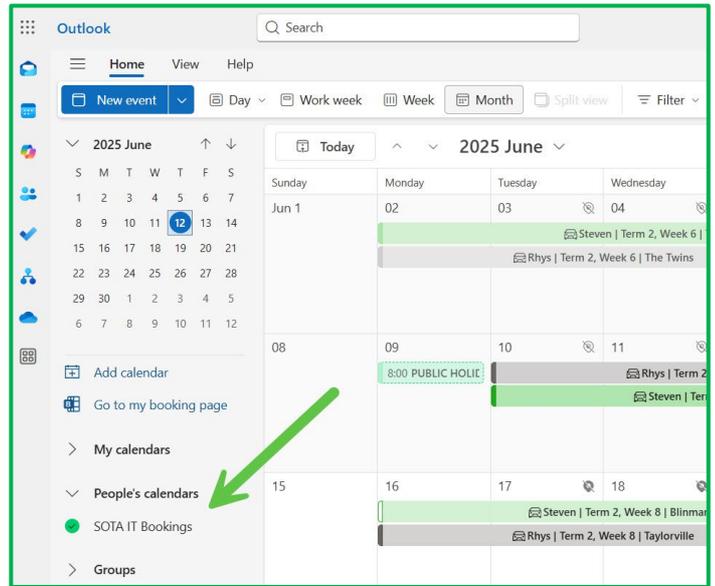
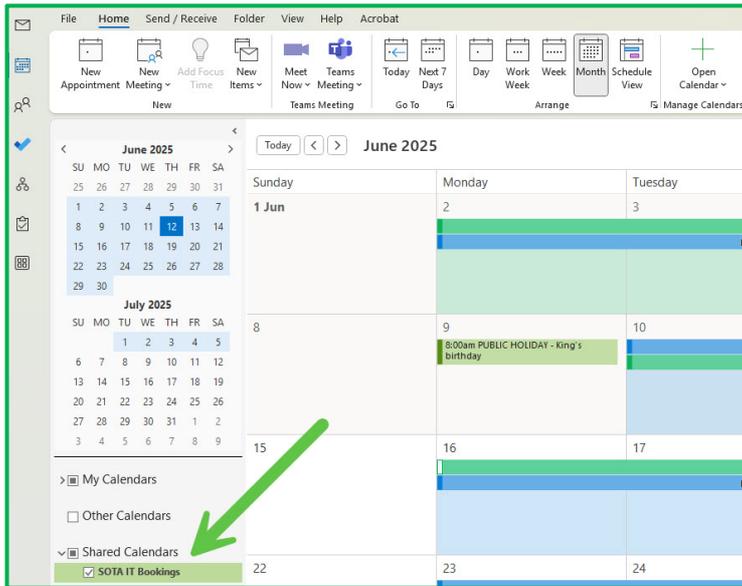


Part 2 – View the Calendar

1. Open the **EdPass mailbox** (*firstname.lastname###@schools.sa.edu.au*) of your student in **Outlook** (email app)
2. Click the **Calendar** button; this is usually found near the top left of the Outlook email app



3. Find the “People’s Calendars” or “Shared Calendars” section in the bottom left and click the arrow to expand it
4. Find and left-click the **SOTA IT Bookings** checkbox to tick it and make the calendar visible in your calendar view
 - a. You must be signed into **Outlook with a student EdPass account (@schools.sa.edu.au)** to see the calendar
 - b. If you can’t see the SOTA IT Bookings calendar while signed into Outlook as a student, please refer to **Part 1**
 - c. If you still can’t find the calendar or calendar invite, please contact SOTA to request a new invite email



5. Use the **controls** at the top (e.g., **Month**) to navigate the calendar and view current bookings and vacancies

