



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

[●]				Outlook Q Search		
	File Home Send / Receive F	older View Help Acrol		😑 Home View He	lp	
	New New New Sealing Items - Sealing - Clean Up - De	elete Archive Reply All		☑ New mail ∨ 前 ∨	Ē Û - ∢	دو م
RR	New Delete F			 Folders 	Inbox ☆	
4	A Drag You, Norite Folders Here	All Unread		> 🖬 Inbox	∨ Today	
ŝ	✓Jordan.NobleBush314@s	✓ Today	-	Drafts Sent Items		
	> Inbox		× .			
Ċ	Drafts			Archive	 Yesterday 	
8	Outbox Sent Items Archive > Conversation History	∨ Yesterday		Conversation History		

HELPSHEET



- 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

0 () ¹ 9 ≠	₽ Search						()				
M	File Home Send / Receive Fo	lder View Help Acrobat						Try the new Outlook Off				
	New New Add Focus New	ew Meet Teams Now Meeting D	ext 7 Day Work Week Month So	thedule Open E-mail S Calendar ~ Calendar Ca	Addre	eople ess Book						
RR	New	Teams Meeting Go To	rs Arrange	😼 Manage Calendars	Share Fir	nd		~				
~	<pre> June 2025 > Today < June - July 2025 June Thi FR SA </pre>											
રુ	25 26 27 28 29 30 31	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	1 2 3 4 5 6 7	8 Jun	9	10	11	12	13	14				
	8 9 10 11 <u>12</u> 13 14		8:00am PUBLIC HOLIDAY - King's birthday	im PUBLIC HOLIDAY - King's Steven Term 2, Week 7 Siam day								
Ø	15 16 17 18 19 20 21				Knys Term 2, week 7 Sturt vale	Rhys Term 2, Week 7 Sturt Vale						
	22 23 24 25 26 27 28											
	July 2025											
	SU MO TU WE TH FR SA	15	16	17	18	19	20	21				
	1 2 3 4 5 6 7 8 9 10 11 12											
	20 21 22 23 24 25 26											
	27 28 29 30 31 1 2											
	3 4 5 6 7 8 9	22	23	24	25	26	27	28				
	Rhys Term 2, Week 9 Hamilton											
	ill My Calendars											
	Other Calendars							•				
	✓ III Shared Calendars	29	30	1 Jul	2	3	4	5				
	Steen Tem 2, Week 10 CAMP, ADELADE HULS											