

# Berwickshire High School Homework Calendar

Berwickshire High School



## Adding Your Childs' Calendar to Your Device

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This guide walks through the steps needed to add your child's school calendar to your own Outlook account. It is not a requirement that parents do this. However, we do understand that some parents like to have oversight of their children's assignments.

### Step 1:

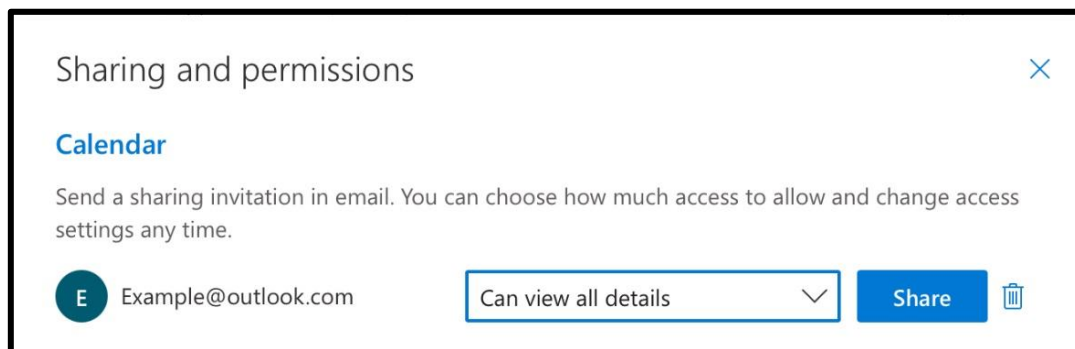
If you don't already have one, create a Microsoft Outlook email for yourself at [www.outlook.com](http://www.outlook.com).

### Step 2:

Your child should sign into Glow ([glow.rmunify.com](http://glow.rmunify.com)) using a web browser. If using the iPad, use Safari rather than the Outlook app. Once signed in, open Mail/Outlook in the browser and go to the Calendar.

### Step 3:

Press the Share icon, near the top right. Enter the parent's outlook email address. The drop-down box should say "Can view all details" then press Share.



### Step 4:

On your own device, sign into your outlook account through a web browser and go to your Calendar.

On the left hand side you will see available calendars. In the **Other calendars** section you will see you child's Glow calendar, which can be toggled on by pressing the circle.

### Step 5:

Now that the calendar is turned on, you may prefer to view it in an app. Your Outlook account can be added to the Mail app on your device in settings. This will usually allow you to view the calendar in your Calendar app too.

If you prefer to keep it separate you can download the Outlook app for free from your app store.

