Open Student Editor’s calendar in OWA (mail.duke.edu)

1. Open a web browser, go to mail.duke.edu
2. Log on with username and password
3. In the lower left-hand corner, select the calendar button

4. In the upper left corner, type in the name of user/calendar

5. To access the student editor’s calendar, Elena Turner, type in her name

6. You will see the student editor’s calendar
7.) E-mail the student editor at elena.turner@duke.edu to request an available appointment time. She will reserve the time, send you a confirmation e-mail, and verify that you have read the Student Agreement.