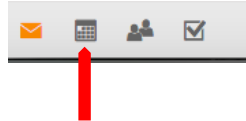


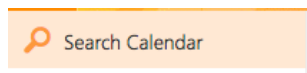
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Open Student Editor's calendar in OWA (mail.duke.edu)

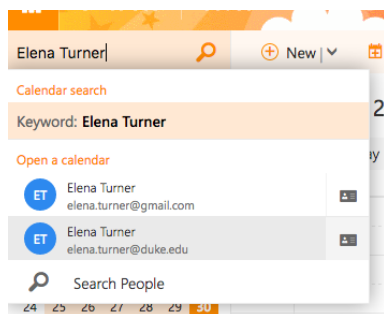
1. Open a web browser, go to **mail.duke.edu**
2. Log on with username and password
3. In the lower left-hand corner, select the calendar button



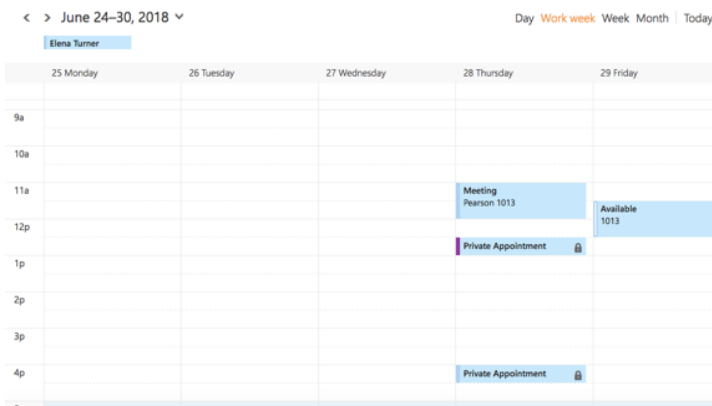
4. In the upper left corner, type in the name of user/calendar



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



6. You will see the student editor's calendar





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- 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.