



November 1, 2016

IOWA INSTRUCTION 440-387 THIRD EDITION – PROGRAMS CALENDAR

IA387.0 PURPOSE

To distribute instructions on viewing the Programs Calendar in Outlook.

IA387.1 SCOPE

These instructions will be followed by NRCS employees.

IA387.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

/s/Kurt Simon
State Conservationist

E

(IA Instruction 440 – 387 Third Edition – November 2016)

IOWA INSTRUCTION 440-387 THIRD EDITION – PROGRAMS CALENDAR

1. PURPOSE:

To distribute instructions on viewing the Programs Calendar in Outlook.

2. EXPLANATION:

All of the state and national deadlines regarding Programs are listed on the "Programs Calendar" in Outlook. The calendar is color coded and every item begins with the Program's initials (ACEP, EQIP, CSP, etc.).

Attached are screen prints of the color coding.

Also attached is a screen print on how to open the share folder for this first time. After you open the calendar for the first time, it will appear on the left side of your screen.

Approved By:

Date: November 2, 2016

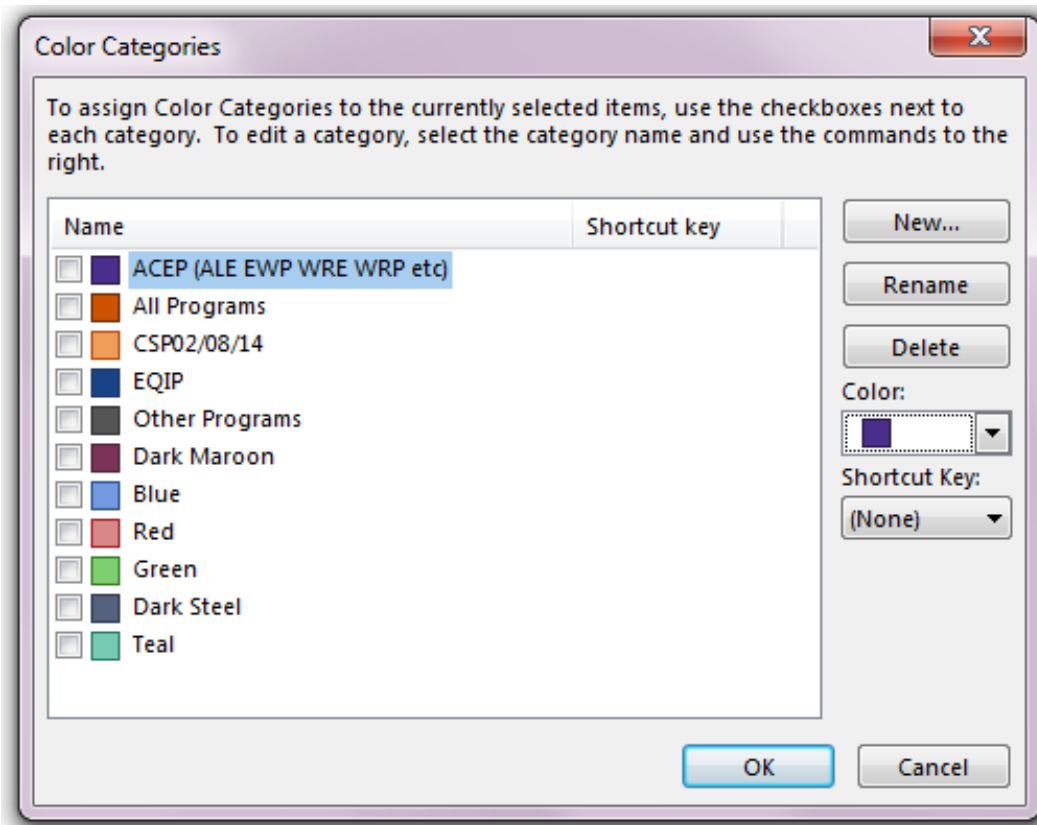
/s/Kurt Simon
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Attachments

IOWA INSTRUCTION 440-387 THIRD EDITION – PROGRAMS CALENDAR

Color Code for Calendar (see actual color on screen print below)

~	ACEP (ALE EWP WRE WRP etc)	Dark Purple
~	All Programs	Dark Orange
~	CSP 02/08/14	Orange
~	EQIP	Dark Blue
~	Other Programs	Dark Gray



Screen print on how to open the calendar for this first time. Click on the “Open this Calendar” button.

