



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

March 1, 2011

IOWA INSTRUCTION 440-387 SECOND 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 employees when accessing the Programs Calendar.

IA387.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

A handwritten signature in black ink that reads "Richard Sims".

Richard Sims  
State Conservationist

Attachment

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(IA Instruction 440 - 387 Second Edition – March 2011)

## IOWA INSTRUCTION 440-387 SECOND 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 “Kim – Programs Calendar with DSC Items” calendar in Outlook. The calendar is color coded and every item begins with the Program’s initials (EQIP, CSP, GRP, WRP, etc.). We will only be keeping the Programs Calendar in Outlook up-to-date so please remove any shortcuts you might have to the Programs Calendar in SharePoint or in Excel.

Attached are screen prints of the color coding.

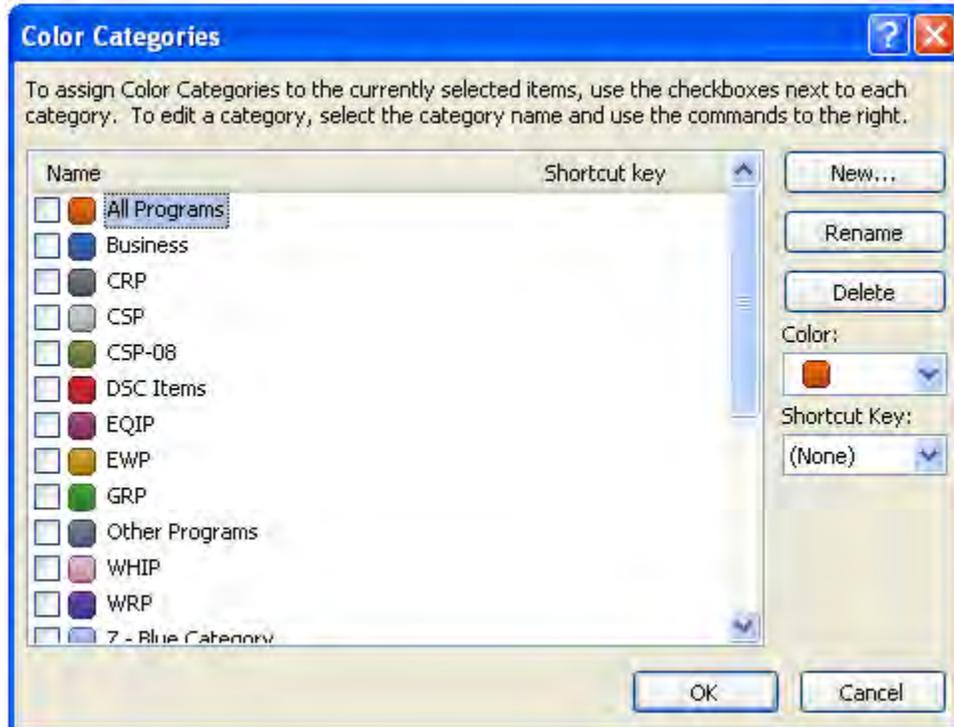
Also attached is a screen print on how to open the share folder for this first time. After you open the calendar for the first time, it will appear on the left side of your screen.

Approved By:  Date: March 7, 2011

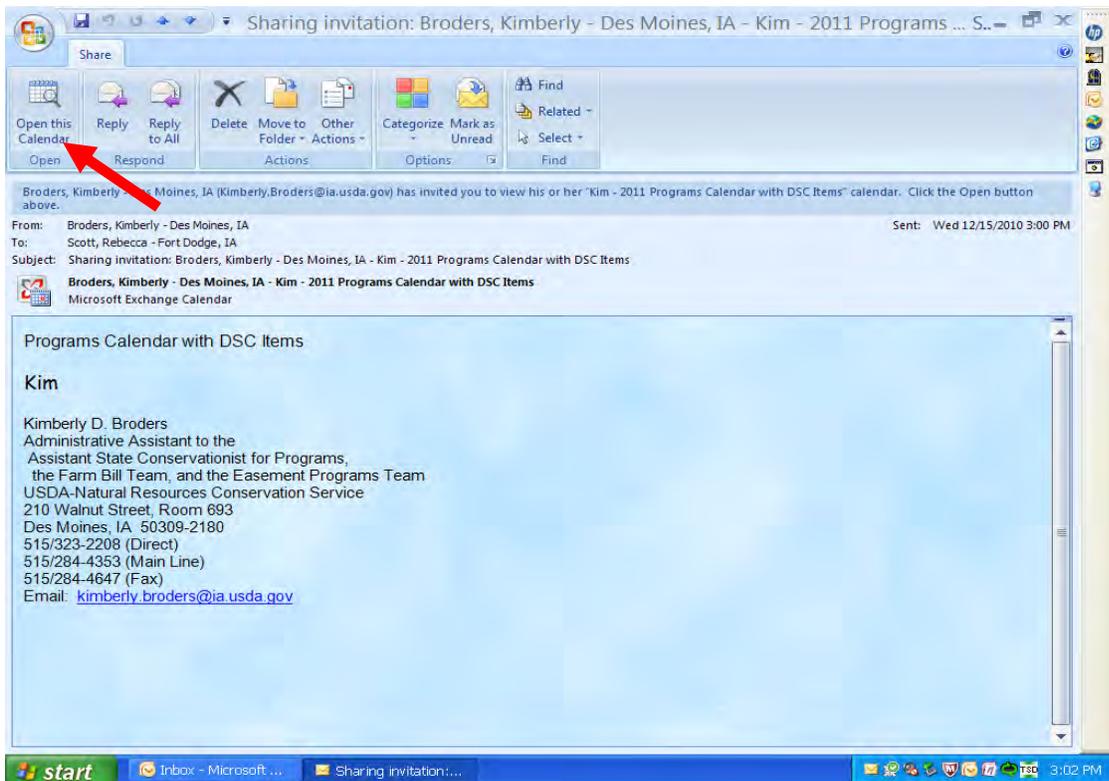
Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
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Color Code for Calendar (see actual color on screen print below)

~	All Programs	Dark Orange
~	CRP	Dark Gray
~	CSP	Gray
~	CSP-08	Dark Olive
~	DSC Items	Dark Red
~	EQIP	Dark Maroon
~	EWP	Dark Peach
~	GRP	Dark Green
~	Other Programs	Dark Steel
~	WHIP	Maroon
~	WRP	Dark Purple



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



Once opened, it will look like this. To get the screen back to showing just your calendar, uncheck the box next to “Broders, Kimberly – Des Moines, IA – Kim – Programs Calendar with DSC Items.”

