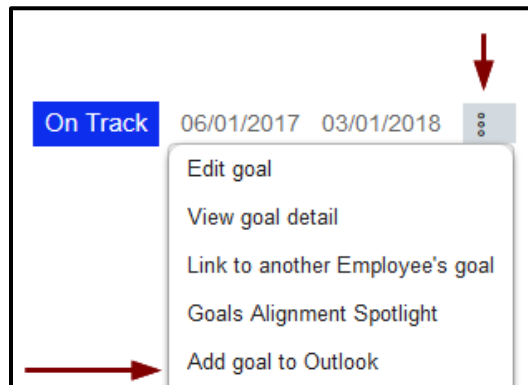
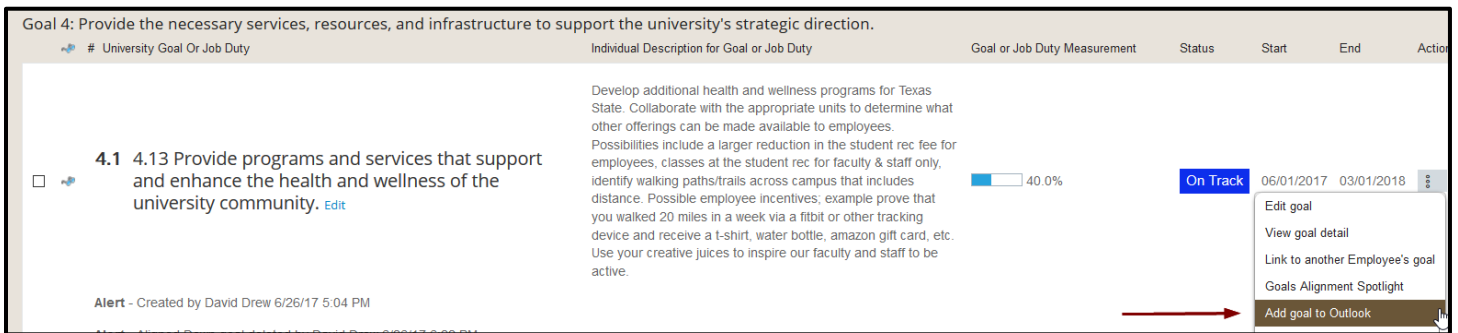


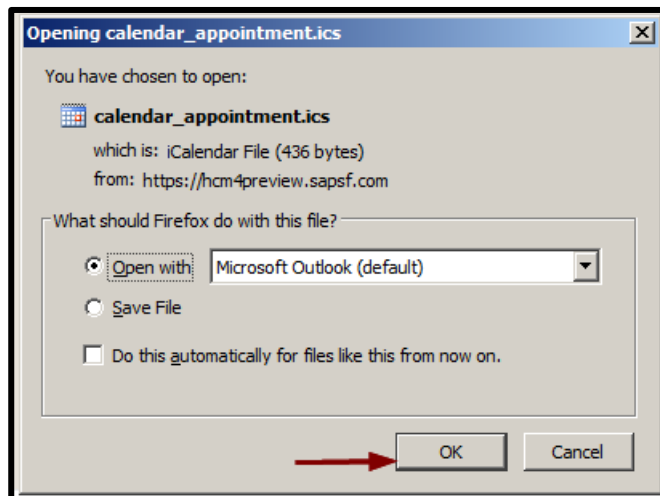
This job guide focuses on **adding goals to an Outlook calendar, if desired.**

Access Performance Management by using your Texas State Net ID and password to login to this site: www.hr.txstate.edu/performance-management/login.html

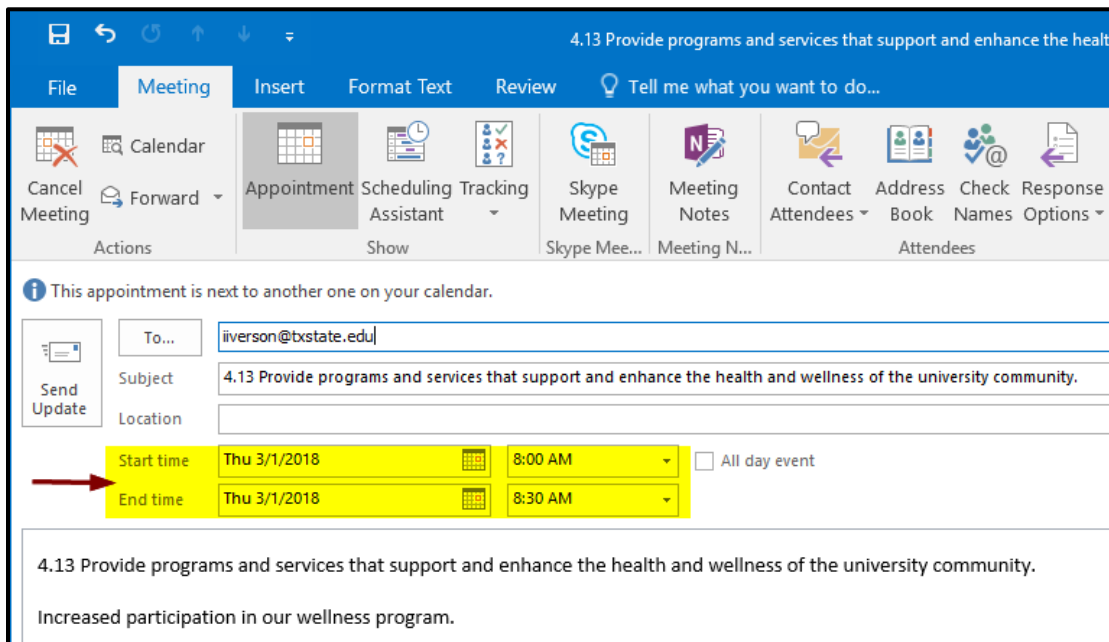
1. Select "Add goal to Outlook".



2. After selecting "Add goal to Outlook" a window will appear, click OK.



3. Next the Outlook item will open. Enter the Net ID of the appropriate individuals (could be both employee and manager). Change the dates if desired, and click “Send Update.”



This ends the job guide on adding goals to Outlook. For more training guides go to the Performance Management website at: www.hr.txstate.edu/performance-management.html