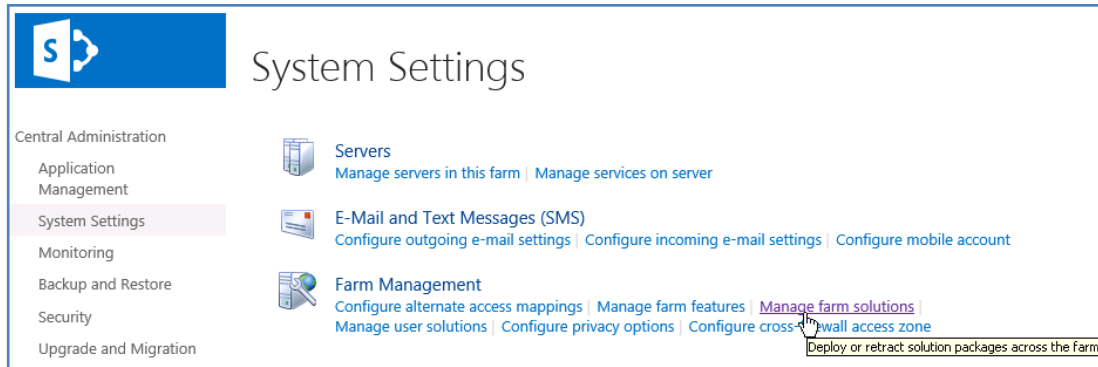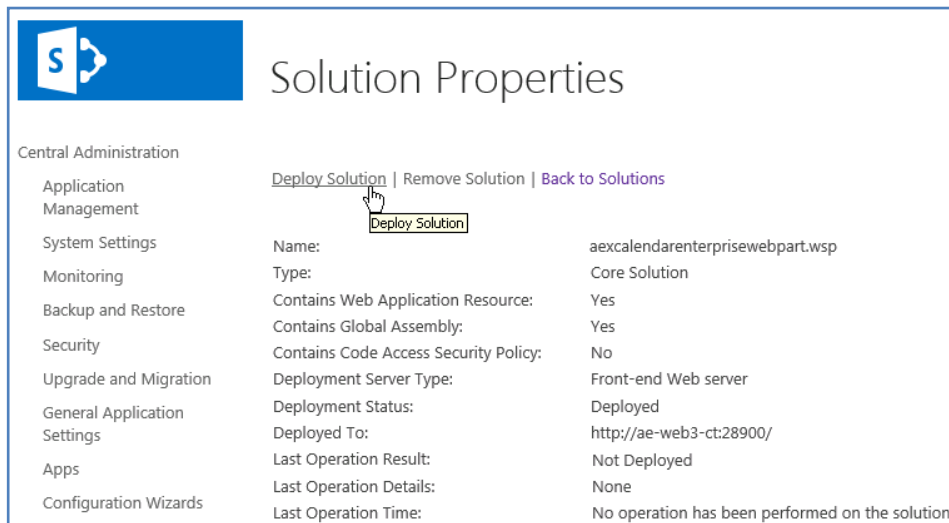# AE Exchange Upcoming Events Web Part

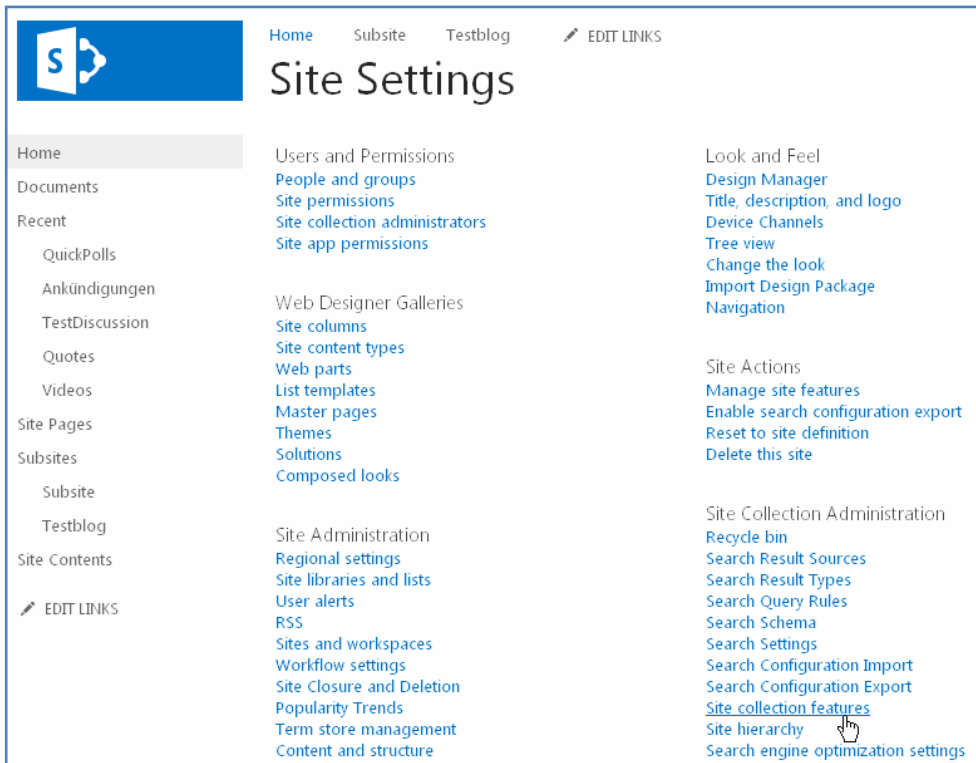## Web Part Installation Instructions for Sharepoint 2013/2016/2019

1. Unpack the **AECalendarListViewWebpart.wsp** and the **Install20XX.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.

2. Run the **install20XX.bat** file to add the web part solution

3. Deploy the solution by navigating with your browser to "Central Administration > System Settings > Farm Management > Manage farm solutions":
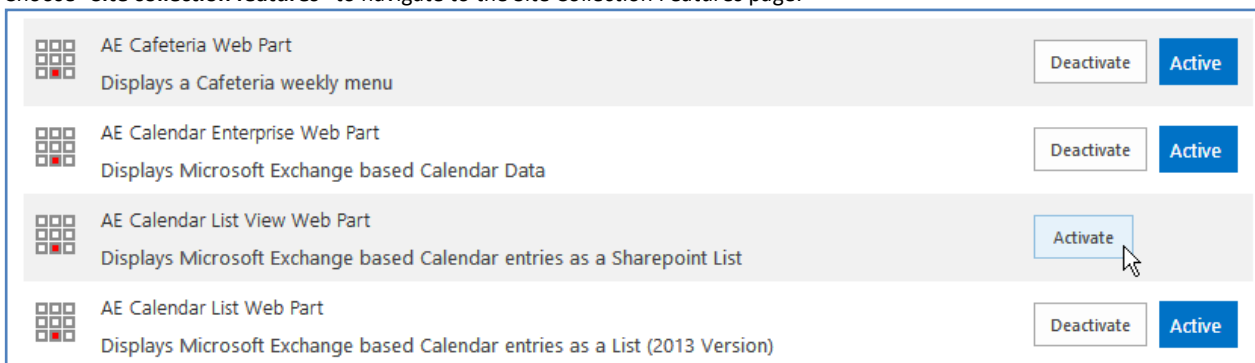

4. You should now see the **AECalendarListViewWebpart.wsp** in the farm's solution store:
   Click on "**AECalendarListViewWebpart.wsp**" to deploy the solution:

5. Proceed to activate the feature by navigating to the "**Site Actions/Site Settings**" page in your **top-level** Sharepoint site:

Choose "**Site collection features**" to navigate to the Site Collection Features page:
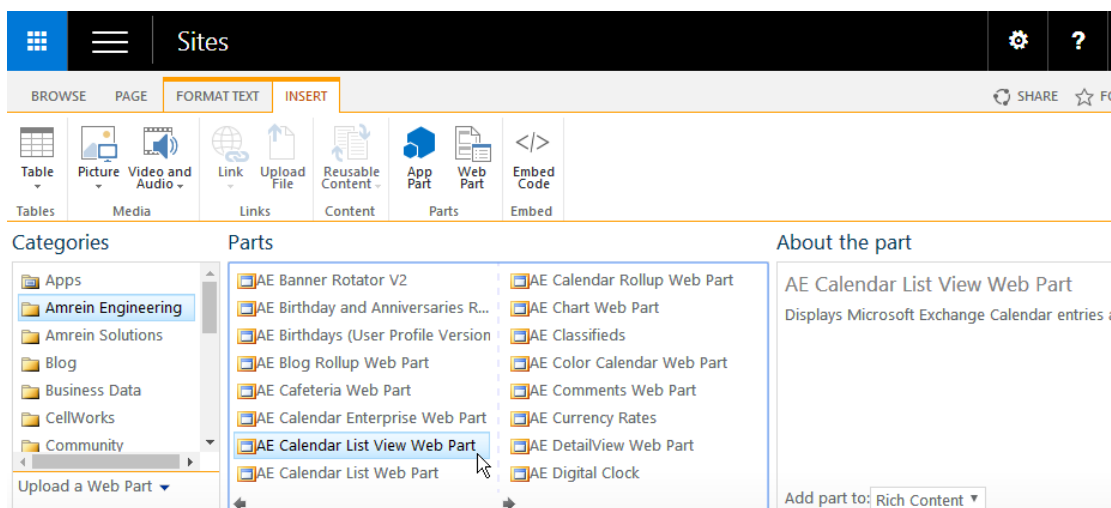

Activate the "AE Calendar List View Web Part" feature

Adding the Web Part to a Page

Navigate to a page where you would like to place the web part and choose "*Site Actions/Edit Page*".
Select "Web Part" form the "INSERT" tab in the ribbon and add the "AE Calendar List View Web Part" to the appropriate zone.
The web part is listed in the "**Amrein Engineering**" gallery section:

Web Part Configuration

Configure the following Web Part properties as described on the below web site:
http://www.amrein.com/apps/page.asp?Q=5913