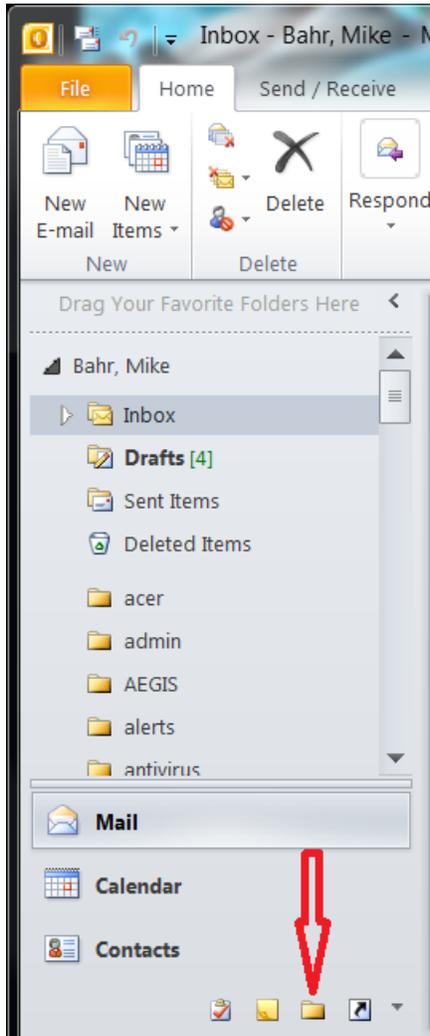
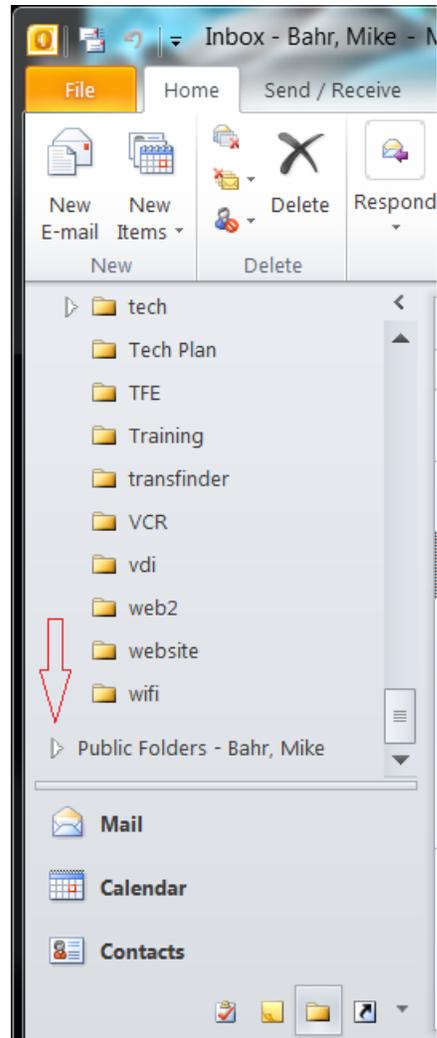


Accessing Public Calendars in Outlook

1. Open Outlook
2. Click on the Folder List icon on the left hand pane.

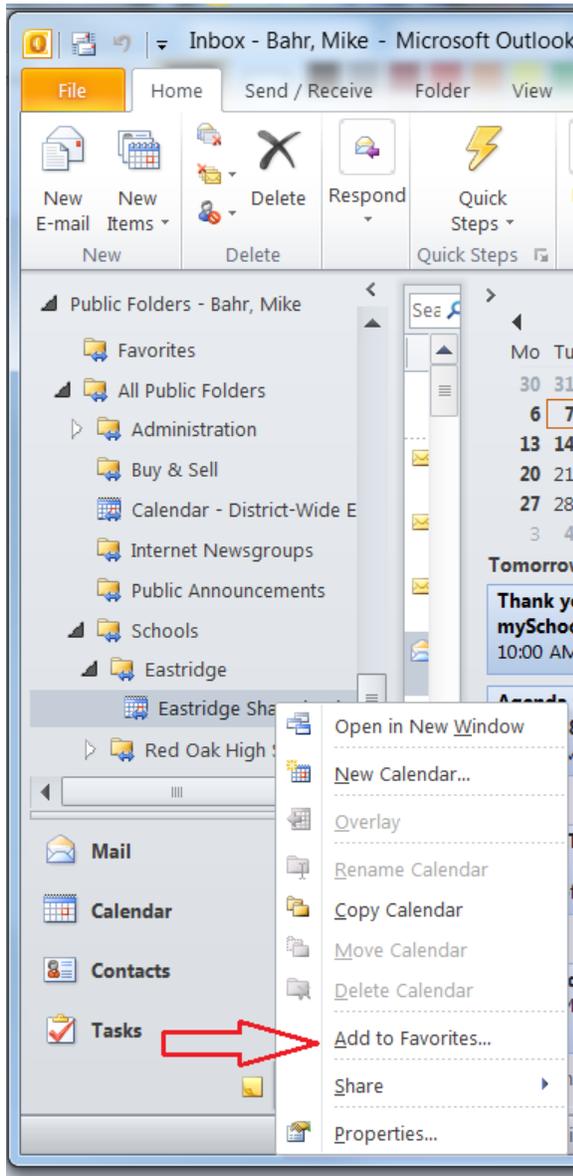


3. Scroll to the bottom of the list to find "Public Folders" and select the expand button



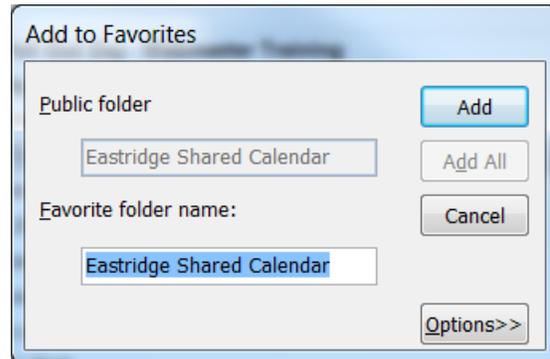
Accessing Public Calendars in Outlook

4. Expand All Public Folders and find the calendar that you want to use. Then RIGHT CLICK on the calendar and choose “Add to Favorites...”



5. You will be presented with the following dialog.

Click “Add”



6. Return to the Calendar view by clicking the “Calendar” button. You should now see “Other Calendars” and the name of the calendar you just added. Place a check mark next to the calendar you wish to view. You can view multiple calendars side-by-side, by checking multiple boxes. Or uncheck the others to view just one.

7. To add an appointment, simply double click on a day & time and enter it onto the calendar like you normally would.