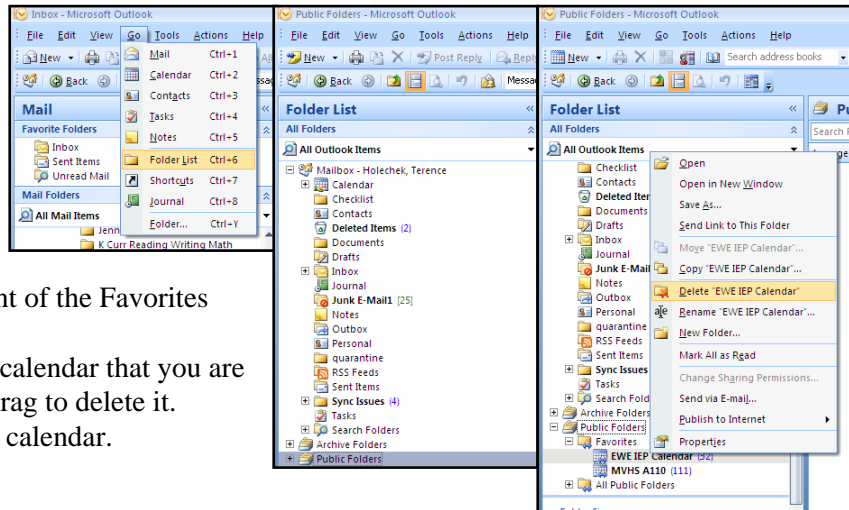


Are you Missing a Public Calendar that was there Before?

**** There are times that a calendar that is found in the public folders goes missing even after you have been using it for a while. This document will help you resolve that situation.

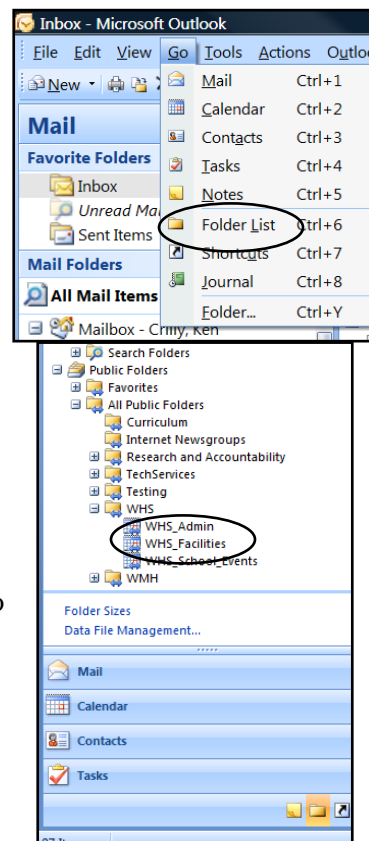
- Go to Go on the menu bar and drag to select Folder List
- In the Navigation Pane scroll down to find Public Folders and click on the + sign
- Click on the + sign in front of the Favorites folder
- Right mouse click on the calendar that you are having trouble with and drag to delete it.
- This example is the EWE calendar.



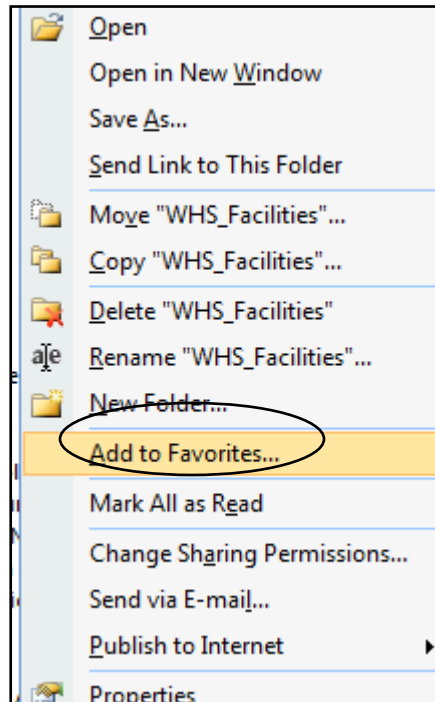
Follow these steps to make the connection to that calendar again...

These directions are from a document Ken Crilly from Tech Services created on Opening a School Calendar.

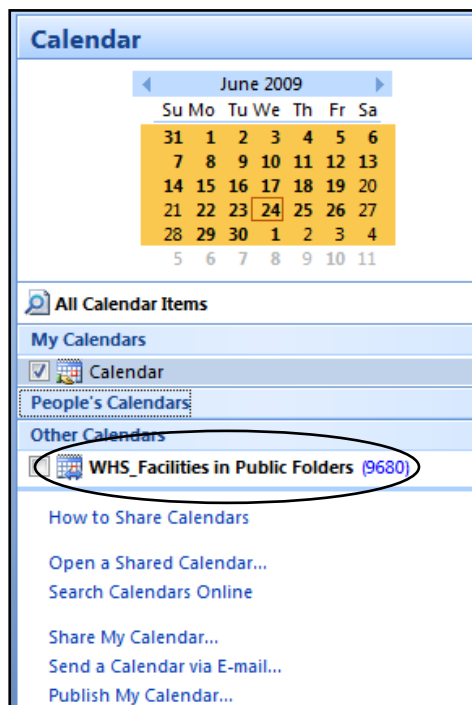
- In Outlook, Click Go on the Menu Bar and Choose Folder List
- Scroll to bottom on the Navigation Pane and expand Public Folders by clicking the Plus (+) sign next to it.
- Expand the folder for your school by click the Plus (+) sign next to it. Select the calendar that you would like to view. (In this Example WHS_Facilities.)



- For easy reference, you may add the calendar to your Favorites by right click the calendar's name in the Navigation Pane and choosing 'Add to Favorites.'



- Once the calendar is made a favorite, it will be available in the Calendar View of Outlook.



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