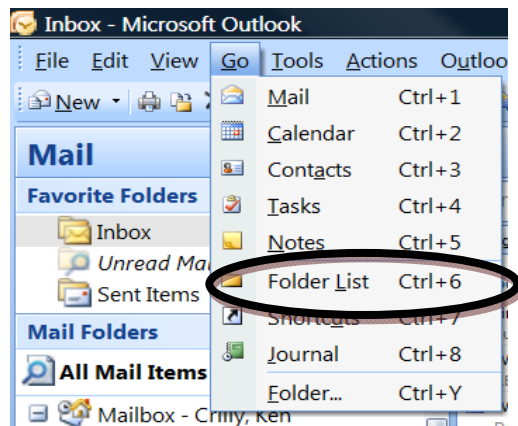


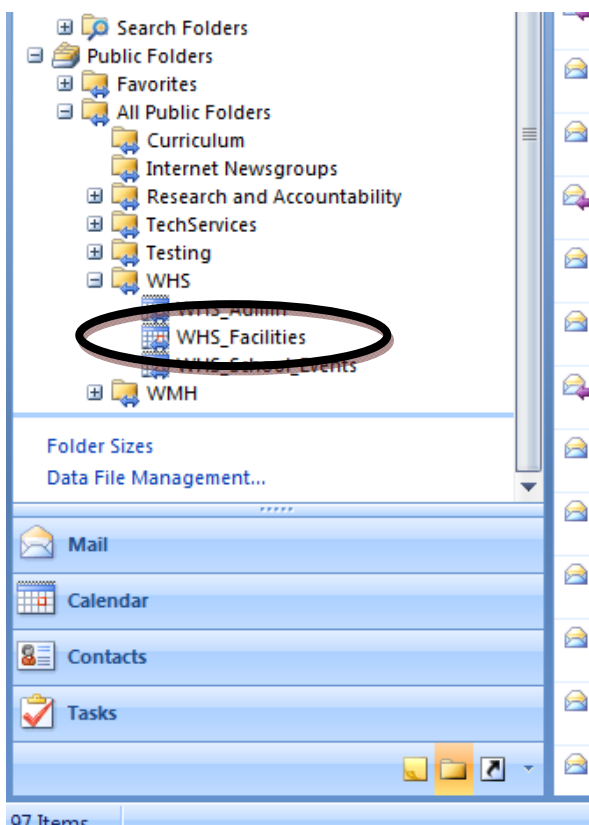
Opening a School Calendar in Outlook

In Outlook, Click Go on the Menu Bar and Choose Folder List

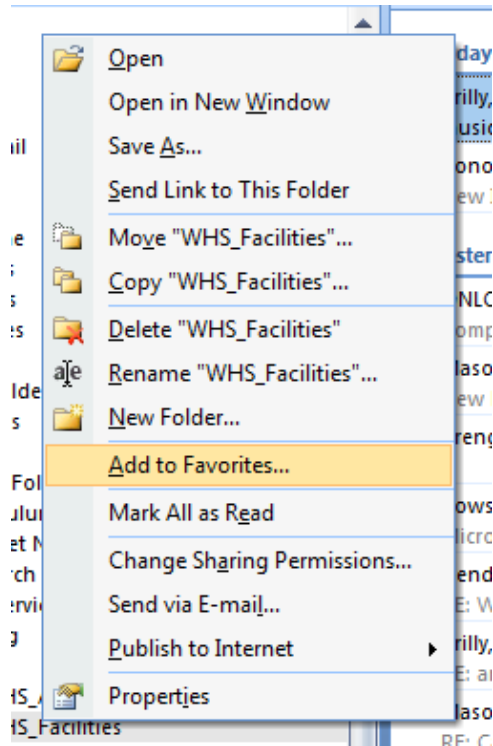


Scroll to bottom on the Navigation Pane and expand Public Folders by clicking the Plus (+) sign next to it.

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.

