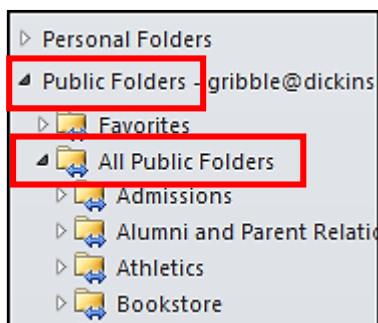
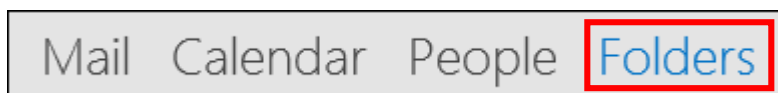


## Microsoft Outlook Client 2013 & Outlook Web Access 2010: Finding a Public Shared Calendar & Adding to your Favorites in Outlook Client

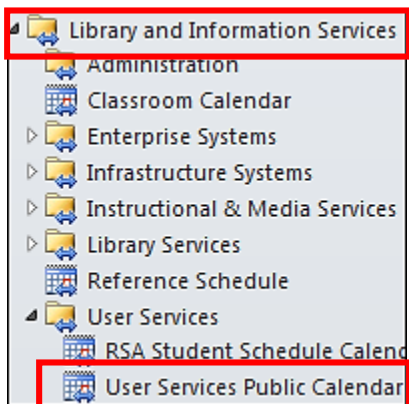
In this tutorial will be details on how to find a Departmental Calendar in the Public Folder area on the Outlook client (office computer) and also on the Outlook Web Access (in a browser). If you would like a shared calendar for your Departmental please send an email to [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) and include name/s of users that should have editing rights to this new calendar. Since it is located in a Public Folders area on the Exchange server everyone on campus has viewing rights.

On **Outlook** client (which would be on your office computer)

On the **Navigation** pane, where your list of folders are, at the very bottom, look for **Folder**, which clicked on will display the entire list of folders.

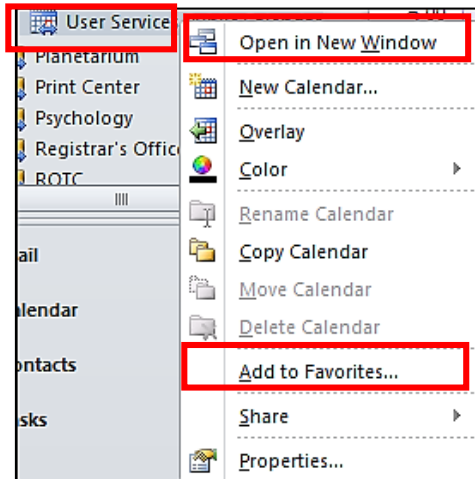


Scroll down your list of folders to the very bottom of those folders to find **Public Folders**. Open up that folder by clicking on the half arrow sign. Then open up **All Public Folders**. Now you will see the list of **All Public Folders & Calendars**. Find your Department and open the folder to find your calendar inside the folder.



Depending the how many departments and folders are inside the department you will have to open up each folder until you find your calendar.

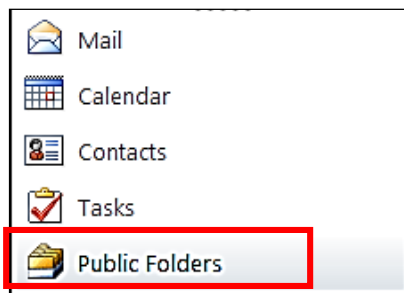
The calendar is the little blue icon with squares. 



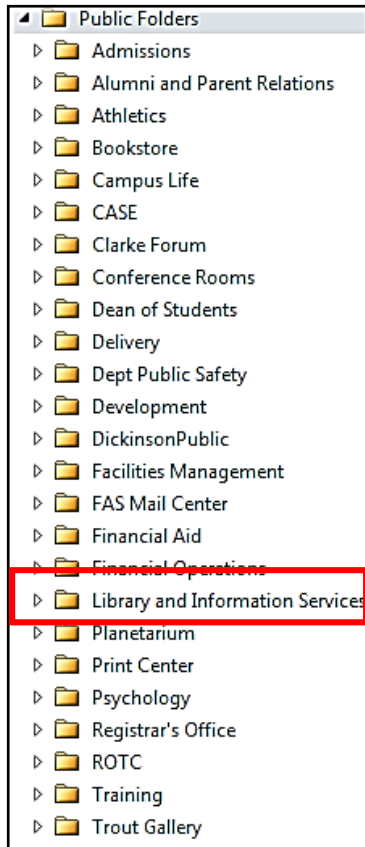
You can also right mouse click on the calendar, and choose **Open in New Window**. If you want to Add to Favorites so that it will sit in your calendar list under **Other Calendars**.

### On Outlook Web Access 2010 (within the browser)

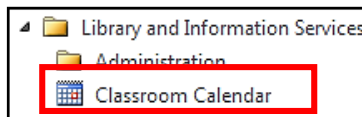
Click on **Public Folders** at the very bottom left side of navigation window.



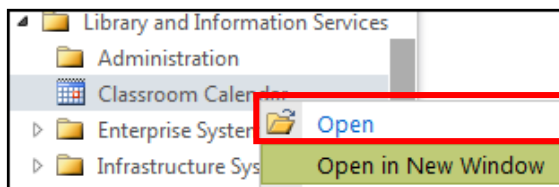
Now the list of Folders will appear. Open up the folder to find your department calendar.



The calendar is inside the folder. The calendar is the little blue icon with squares.



To view this calendar, right mouse click on the Calendar, choose either **Open** or **Open in New Window**.



You can also **Add to Favorites**.

