

## Microsoft Outlook 2013: How to Get Your Public Calendar Back

A known issue with Outlook 2013 is for a calendar to disappear that you had previously in your Other Calendars or Shared Calendar area and was there for a while and suddenly disappears. For example a calendar I had in my Calendar area which are listed under Other Calendars all of a sudden went missing. It was listed there yesterday, but is missing today!! These are Public calendars used on Campus.

To get the calendar/s back follow these steps below.

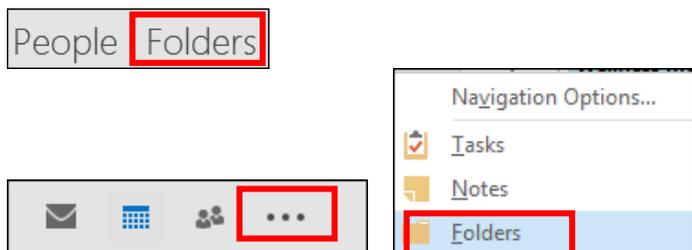
Be sure you are in the **Mail** area of Outlook

First we need to get into the Favorites folder to remove the one that is missing.

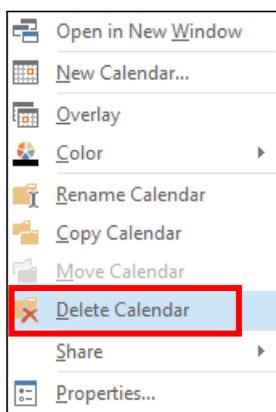
I know, sounds like this isn't what we should do, but it is!!

Click on the **Folders** area which appears on a bar at the bottom of your Outlook.

Depending on how you have your Outlook set up it could appear either way as shown on screen shots below.



Scroll all the way down to the bottom of your list of folders, open the **Favorites** folder, (click on arrow on top left of folder). Right mouse click on the calendar you are missing and choose **Delete Calendar**.



In some cases the calendar will now reappear in your Calendar area under Other Calendars.

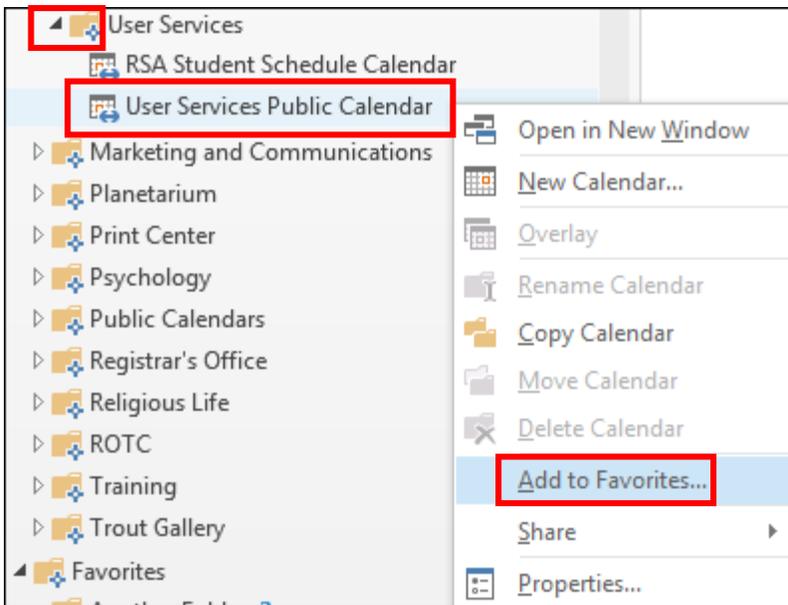
If it does not reappear then go back to the list of folders in the Mail area of Outlook. You might have to start that procedure over from the details above to display your folder list.

Now scroll down to find the calendar you want to add again by opening the folder called **All Public Folders**, then scroll down to *open the folder* to find the calendar you want to add.



*Be sure you have selected the actual calendar not just the folder.*

Right mouse click on the calendar and choose **Add to Favorites**.



Now go back into your **Calendar** area in Outlook and you should find the calendar listed in the **Other Calendars** grouping.

