



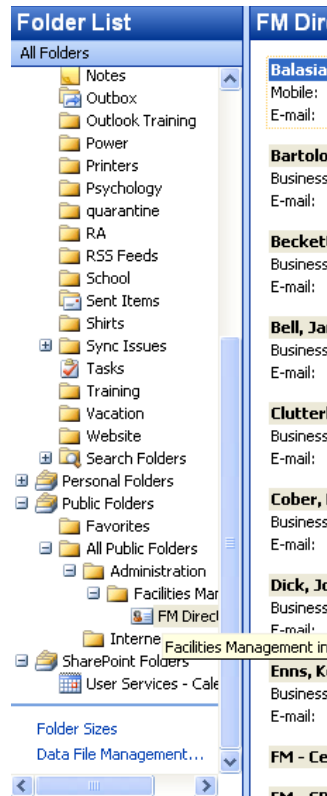
## Adding a public Calendar to My Calendar

Date: September 23, 2009

Version: 1.0

### Adding a public Calendar to My Calendar

1. From CALENDAR, click **Go** → **Folder List**
2. In FOLDER LIST, scroll down and double-click **Public Folders** --> **All Public Folders** --> **Administration**



3. Double click on your department name
4. Right click on your department calendar
5. Click "Copy your folder name"
6. Scroll to top of box and select "Mailbox - your name" then click the OK button
7. In CALENDAR, place a checkmark in the public calendar box to display