Accessing GSE Calendars in Public Folders
via Outlook 2011 for Mac

The following procedure to "subscribe" to the calendars will only need to be done once for each calendar you are interested in. Once you have subscribed to a calendar it will appear in the Calendar section of Outlook until you unsubscribe.

From the main Outlook screen click the "Tools" ribbon at the top, then click the "Public Folders" button.
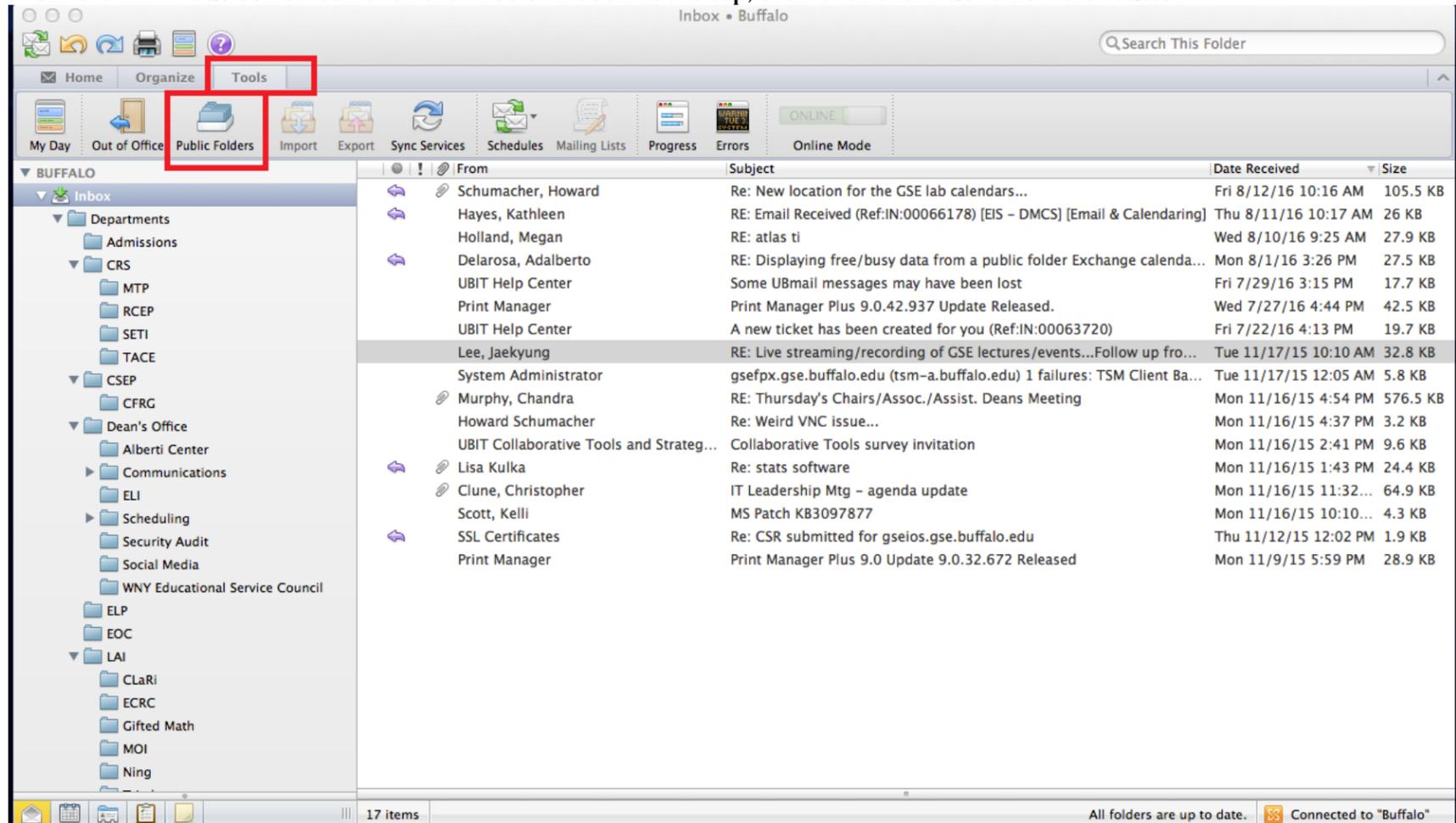
This will open the Public Folders window. Click on "GSE" then "Lab/Classroom Calendars".
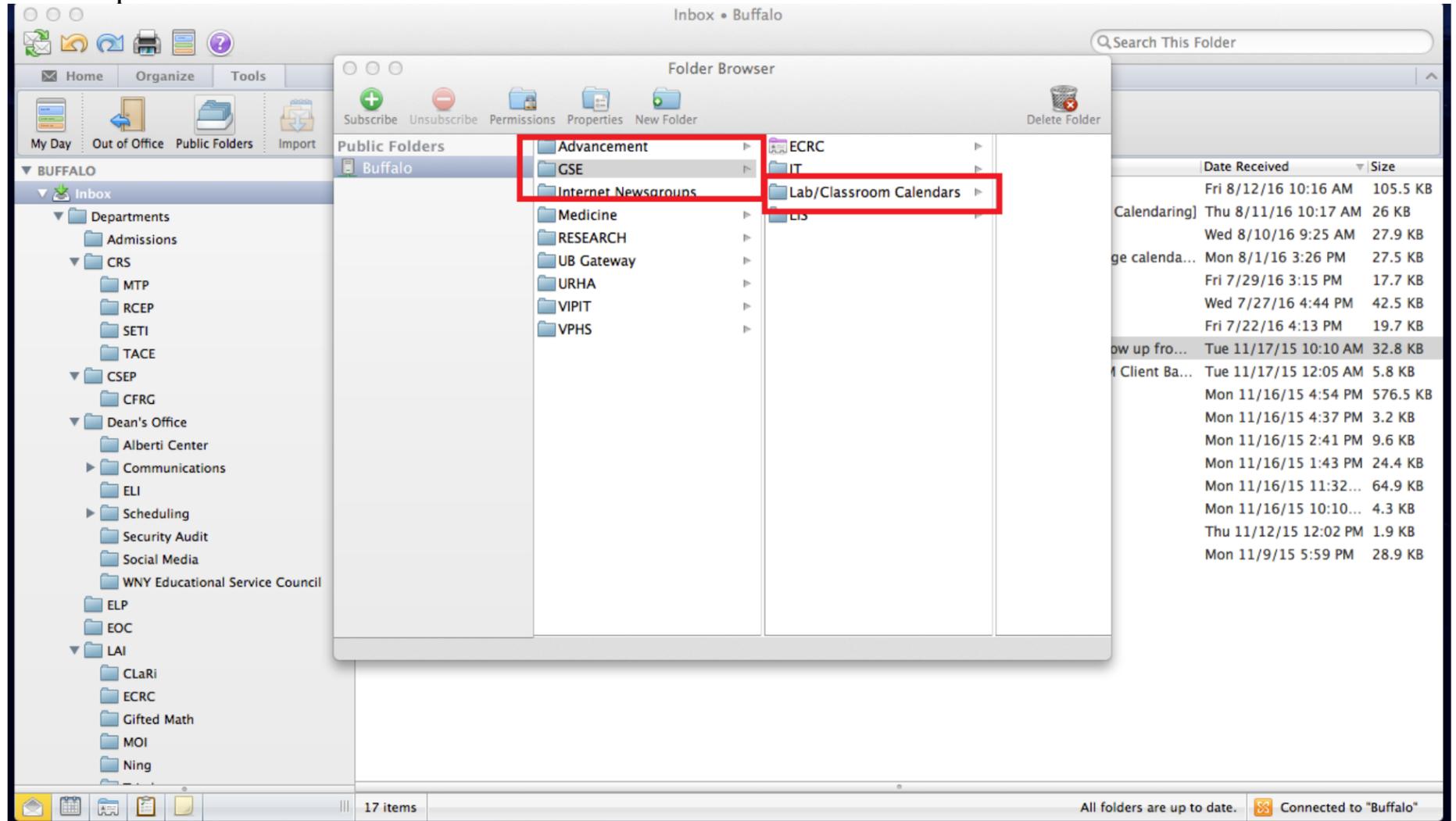
This is where you will see all GSE lab and classroom calendars listed. All GSE Faculty and Staff should have read-access to all the calendars. Only certain staff have access to edit. This has not changed.

Click on a calendar then click the "Subscribe" button at the top of the window. Repeat this for each room you want to see. When you have "subscribed" to a room it will appear on the list in **Bold** type. If you want to remove a calendar just hit the "Unsubscribe" button at the top.
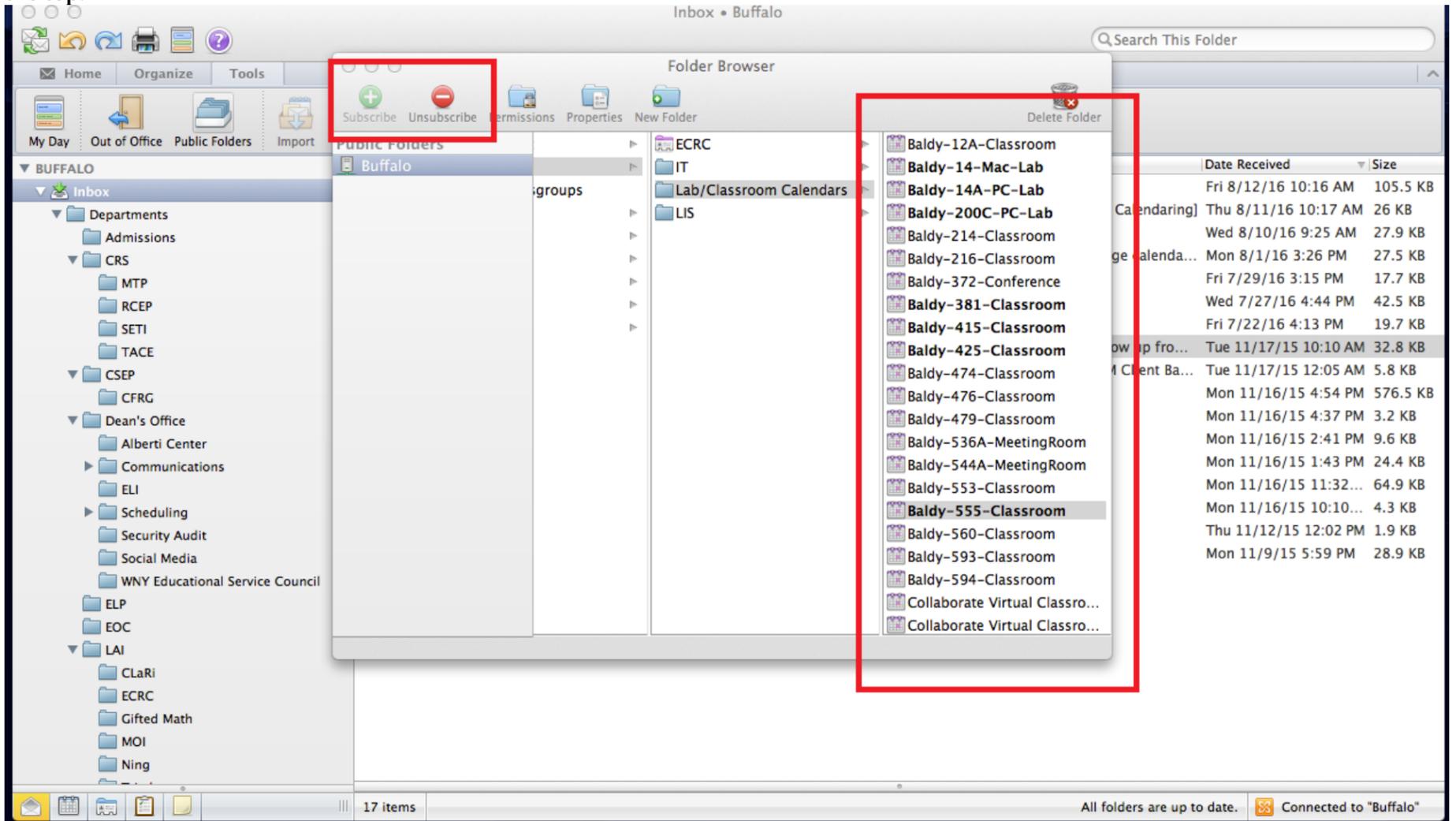
Once you are done subscribing to the calendars simply close the "Folder Browser" window. From the main Outlook window click the Calendar view icon at the bottom of the screen. The room calendars will appear under "Subscribed Public Folders" on the left-side. Just a reminder that you only have to go through the "subscribe" procedure above once. After that you can go directly to this calendar view to see the room calendars.