<u>Accessing GSE Calendars in Public Folders</u> <u>via Outlook 2011 for Mac</u>

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.

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		Subject	Date Received T Size
V BUFFALO	Schumacher, Howard	Re: New location for the GSE lab calendars	Fri 8/12/16 10:16 AM 105.5 KB
	Haves, Kathleen	RE: Email Received (Ref:IN:00066178) [EIS - DMCS] [Email & Calendaring]	Thu 8/11/16 10:17 AM 26 KB
	Holland, Megan	RE: atlas ti	Wed 8/10/16 9:25 AM 27.9 KB
	🖨 Delarosa, Adalberto	RE: Displaying free/busy data from a public folder Exchange calenda	Mon 8/1/16 3:26 PM 27.5 KB
MTP	UBIT Help Center	Some UBmail messages may have been lost	Fri 7/29/16 3:15 PM 17.7 KB
RCFP	Print Manager	Print Manager Plus 9.0.42.937 Update Released.	Wed 7/27/16 4:44 PM 42.5 KB
SETI	UBIT Help Center	A new ticket has been created for you (Ref:IN:00063720)	Fri 7/22/16 4:13 PM 19.7 KB
TACE	Lee, Jaekyung	RE: Live streaming/recording of GSE lectures/eventsFollow up fro	Tue 11/17/15 10:10 AM 32.8 KB
CSEP	System Administrator	gsefpx.gse.buffalo.edu (tsm-a.buffalo.edu) 1 failures: TSM Client Ba	Tue 11/17/15 12:05 AM 5.8 KB
CFRG	Murphy, Chandra	RE: Thursday's Chairs/Assoc./Assist. Deans Meeting	Mon 11/16/15 4:54 PM 576.5 KB
V Dean's Office	Howard Schumacher	Re: Weird VNC issue	Mon 11/16/15 4:37 PM 3.2 KB
Alberti Center	UBIT Collaborative Tools and Strateg	Collaborative Tools survey invitation	Mon 11/16/15 2:41 PM 9.6 KB
Communications	🖨 🖉 Lisa Kulka	Re: stats software	Mon 11/16/15 1:43 PM 24.4 KB
ELI	Clune, Christopher	IT Leadership Mtg – agenda update	Mon 11/16/15 11:32 64.9 KB
Scheduling	Scott, Kelli	MS Patch KB3097877	Mon 11/16/15 10:10 4.3 KB
Security Audit	SSL Certificates	Re: CSR submitted for gseios.gse.buffalo.edu	Thu 11/12/15 12:02 PM 1.9 KB
🚞 Social Media	Print Manager	Print Manager Plus 9.0 Update 9.0.32.672 Released	Mon 11/9/15 5:59 PM 28.9 KB
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This will open the Public Folders window. Click on "GSE" then "Lab/Classroom Calendars".

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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.

Continued on the next page.

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.

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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.

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