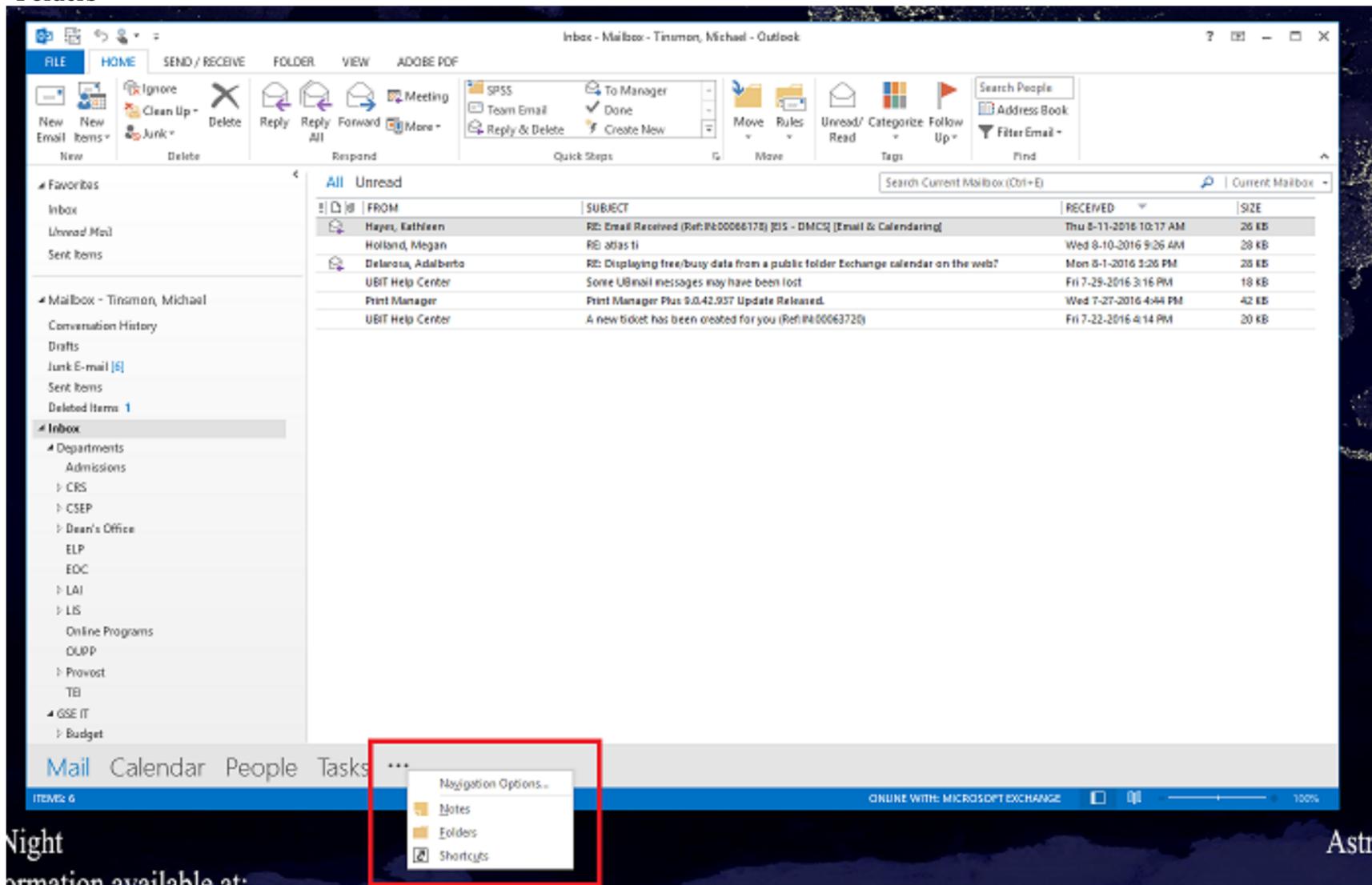
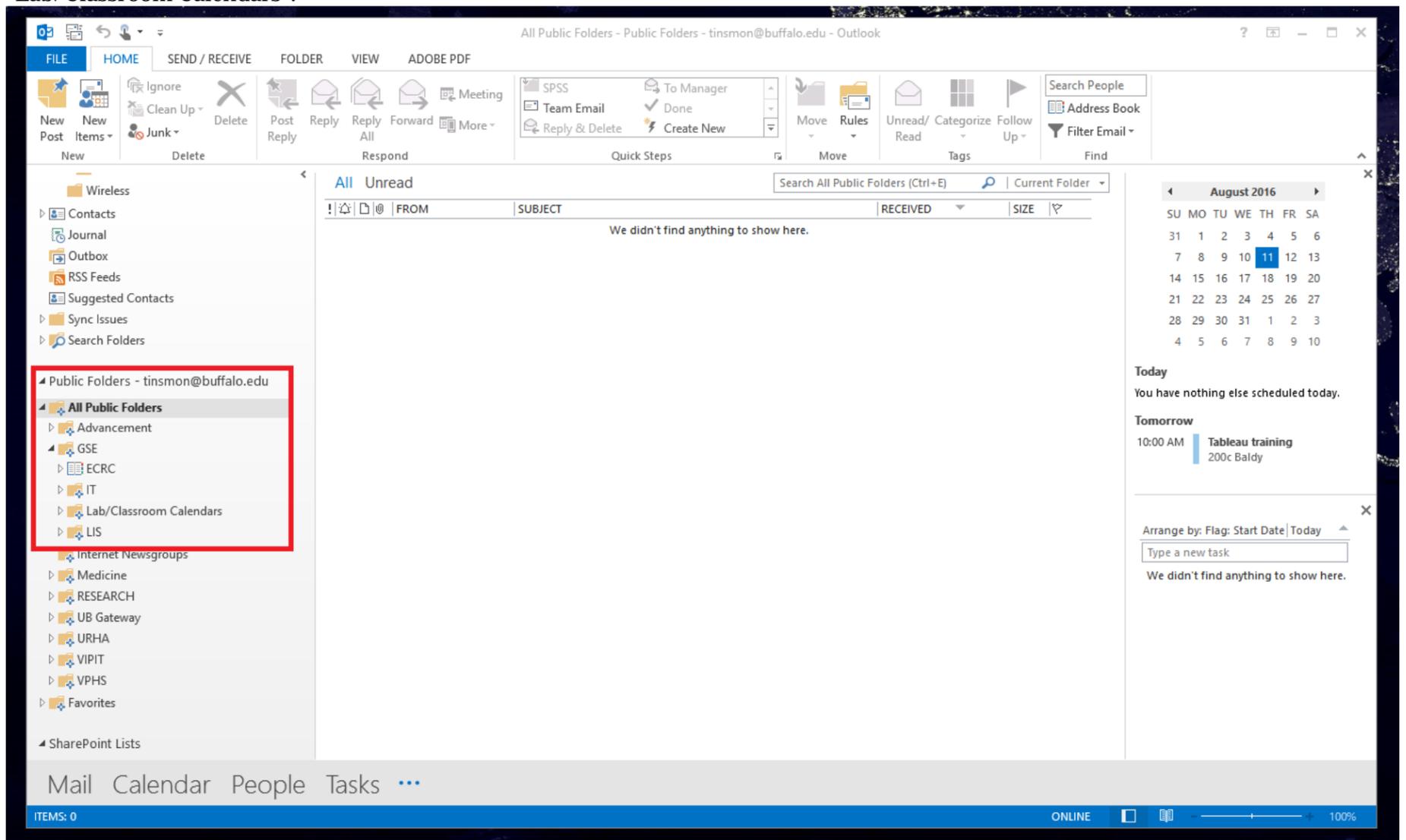


Accessing GSE Calendars in Public Folders via Outlook 2013 for Windows

From the main Outlook screen click the three dots located on the bottom of the window next to Mail, Calendar, People, etc. then click on “Folders”



This will change the listing on the left side to all folders available to you. Scroll to the bottom of the list to find “Public Folders – your email address”. Click the arrow to the left of that to expand the folders. Then expand “All Public Folders”, then “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.

If there are certain room calendars you will check frequently you can right-click on each of those calendars, then select “Add to Favorites”, then click the “Add” button. Repeat for each calendar you are interested in. When you are done, these calendars will now appear, along with your own, on the “Calendar” view in Outlook. They will also show up in the Calendar view of Outlook Web Access when you login there.

