# How to

# Connect to a Public Calendar in Outlook 2010

At the bottom of your Outlook Mail Tree, you have the following:



At the bottom of your Mail Tree, you will now see:

Click on the arrow sign next to "Public Folders."



Click on the + sign next to "All Public Folders."



You will then see all the Public Folders and Calendars that you have permission to see. They are in alphabetical order, scroll down to the calendar you are looking for, and click on it.

🔺 📜 All Public Folders			
🧱 1800 Grant, 1st floor conference room			
🧱 1800 Grant, 5th floor, PSC 501 (South)			
🧱 1800 Grant, 5th floor, PSC 502 (Middle)			
🧱 1800 Grant, 5th floor, PSC 503 (North)			
🧱 1800 Grant, 6th floor, Boulder CR (North)			
🧱 1800 Grant, 6th floor, Colorado Springs (So			
🧱 1800 Grant, 6th floor, Denver CR (Middle)			
🧱 1800 Grant, 8th floor, Astronauts CR			
🧱 1800 Grant, 8th floor, BOR swing office			
🧱 1800 Grant, 8th floor, Regents CR			
🧱 1800 Grant, Conference Call Calendar			
🧱 1800 Grant, Food Trucks			
🧱 AIS Leave Schedule			
AMPS Access Management Provisioning Sys			
🧱 Benefit Admin			
🧱 BOR			
🧱 BOR Agenda Planning Calendar			
🧱 BOR/Exec Calendar			
🧱 BORTest			
🧱 Change Management			
騷 CI Contact Management			

## Right click on the calendar, and select "Add to Favorites..."



## Click "Add"

Add to Favorites	
Public folder name:	Add
PBS Attendance	Add All
Eavorite folder name:	Cancel
PBS Attendance	
	Options>>

## Click on Calendar

	Mail		
	Calendar	>	
8	Contacts		
7	Tasks	The Party Name	
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#### You will now see the Calendar under "Other Calendars"



#### To view the Public Calendar select the calendar

