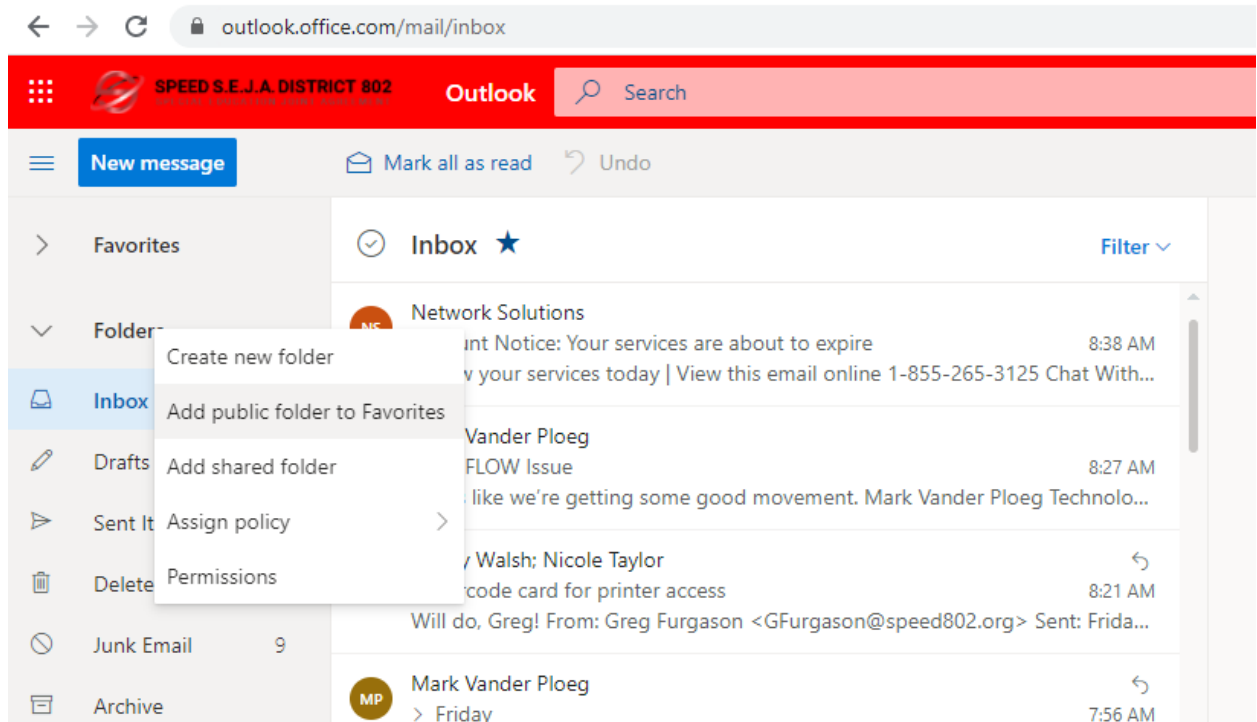


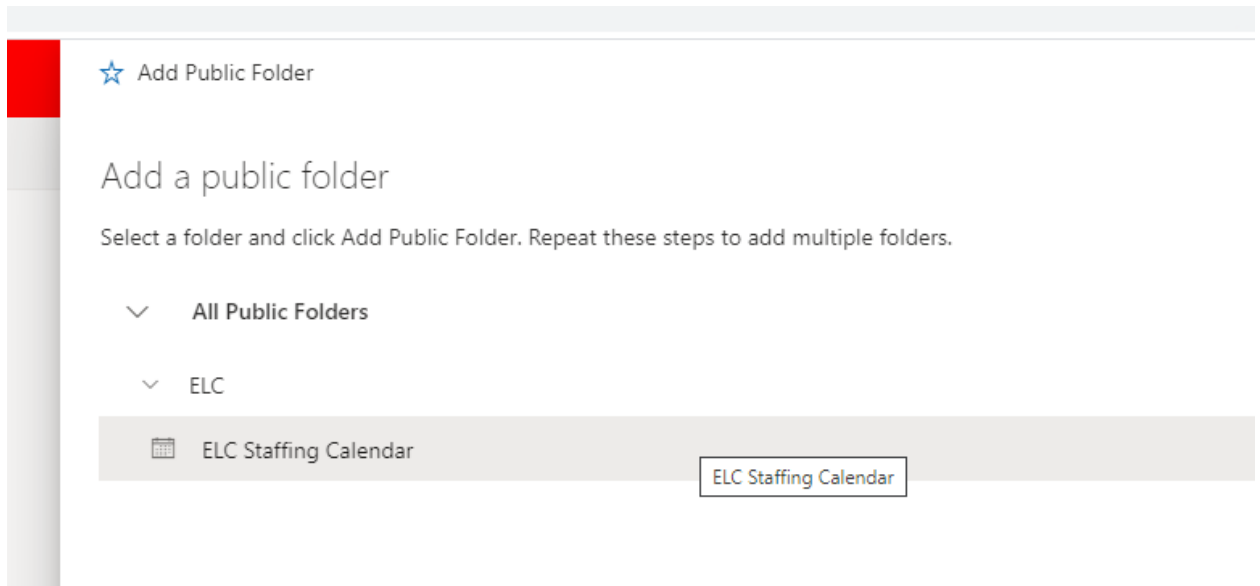
ELC Public Calendar Instructions

Accessing the calendar in Office 365 is a little bit different than the way it was previously. To access the calendar do the following:

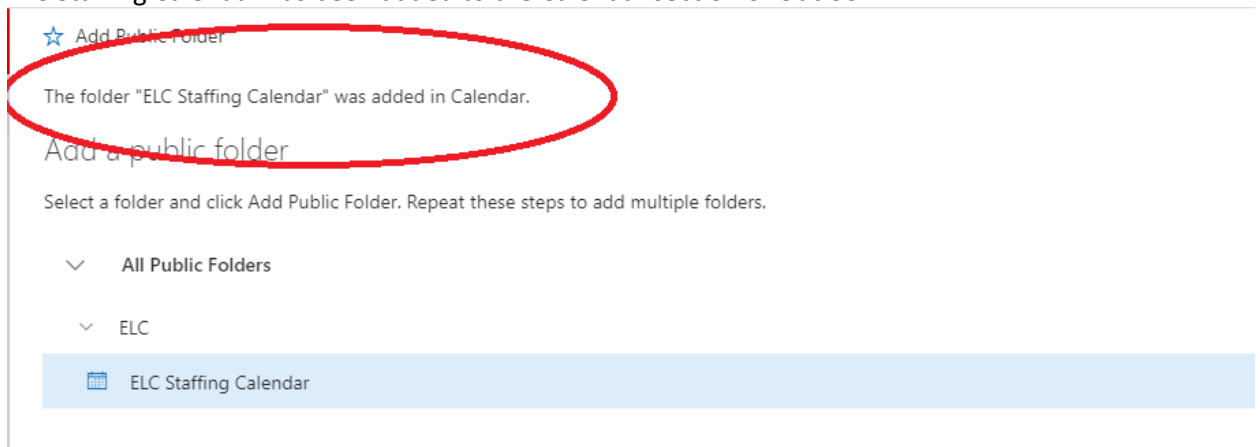
1. Log into Office 365.
2. Launch Outlook.
3. In the Mail section of Outlook, **right click** on “Folders” and select “Add public folder to Favorites”



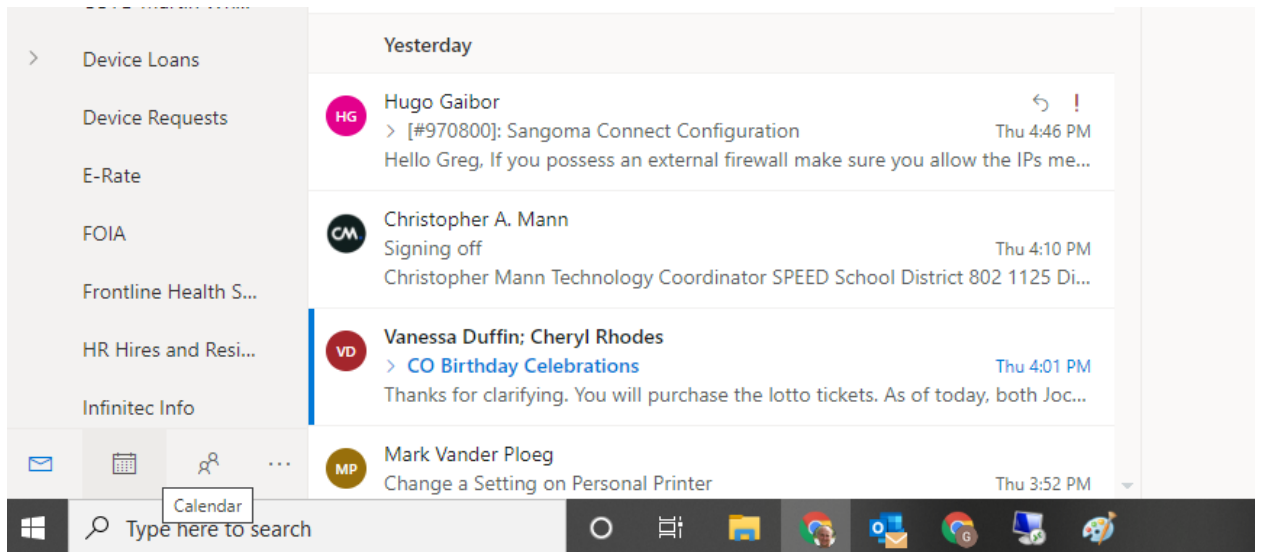
4. A window will pop up on the right hand of the screen. Click the arrows to expand the All Public Folders, ELC, until you see the ELC Staffing Calendar.



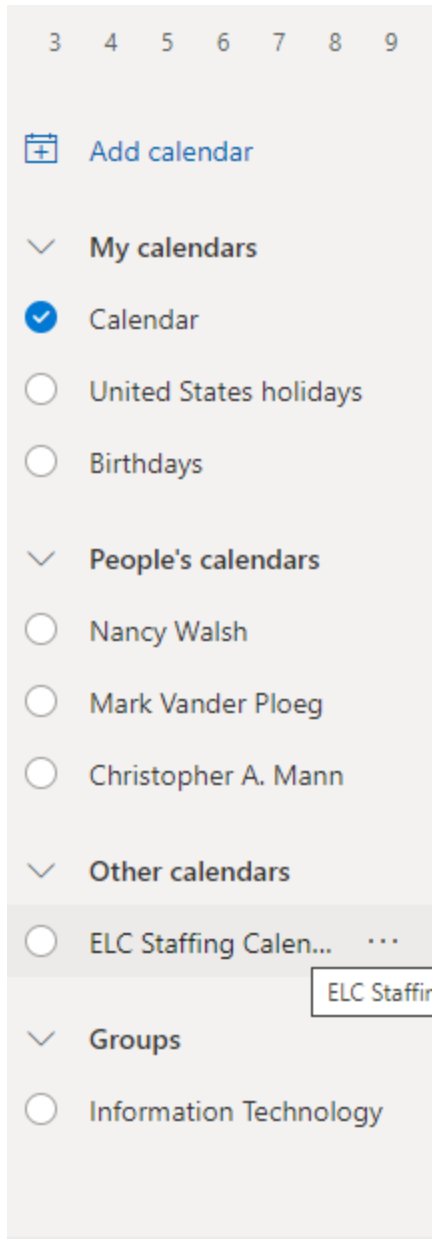
5. Click the ELC Staffing Calendar to highlight and then click the blue star “Add Public Folder”
6. After clicking the blue star “Add Public Folder” you will see a message below showing that the ELC Staffing Calendar has been added to the Calendar section of Outlook.



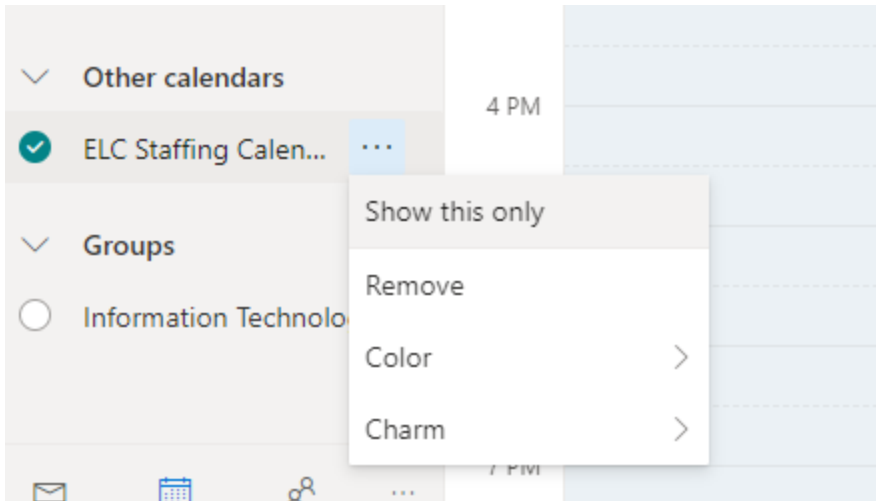
7. Click the blue “X” in the right of the window to close the Add Public Folder Window.
8. Click on the Calendar icon in the left hand navigation of Outlook to open the Calendar section of Outlook.



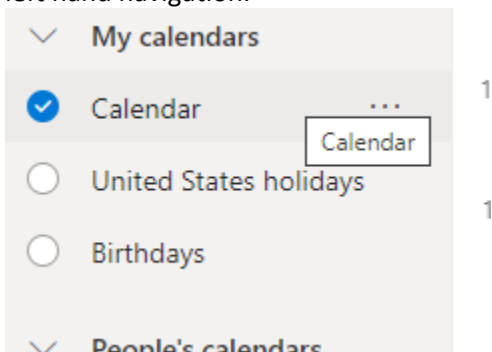
9. In the Calendar section on the left hand navigation under Other Calendars you will see the ELC Staff Calendar.



10. Click on the ELC Staffing Calendar will overlay the events into your current calendar. You can also just view only the events from the ELC Staff Calendar by clicking the three dots (...) and selecting "Show this only" from the options that come up.



11. To view your personal calendar again click "Calendar" under the "My Calendars" section of the left hand navigation.



User of the application Outlook can find the ELC Staffing Calendar under the Folders -> Public Folders – (Your email address)

