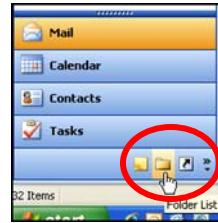# Public Folders/Calendars

1. In Outlook, single click on the **Folder List** icon in the bottom left of your navigation pane.
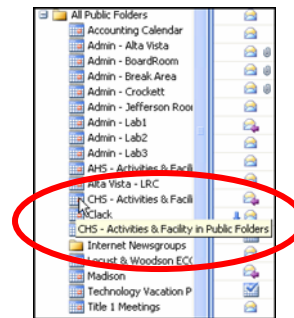
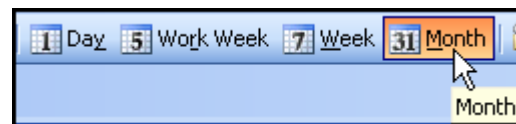2. Single click on the + located next to **Public Folders**.

3. Single click on the + located next to **All Public Folders**.

4. Single click on the **calendar** you would like to view.

5. To see the appropriate view (**month, week, work week, or day**), single click on the chosen button at the top of the calendar.

6. To see more information on any posted item, **double click on that item**. (Specific people on each campus have been given editing rights. If a change needs to be made, check your campus office for the contact person.)