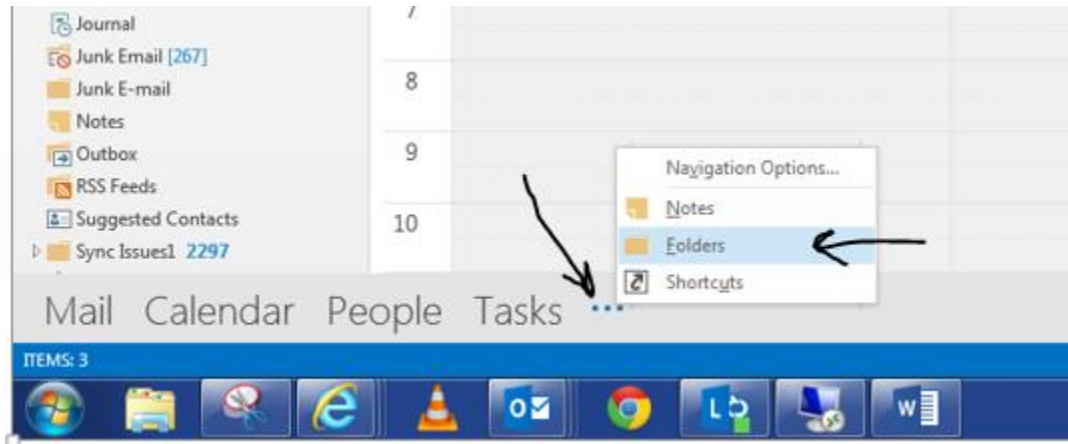
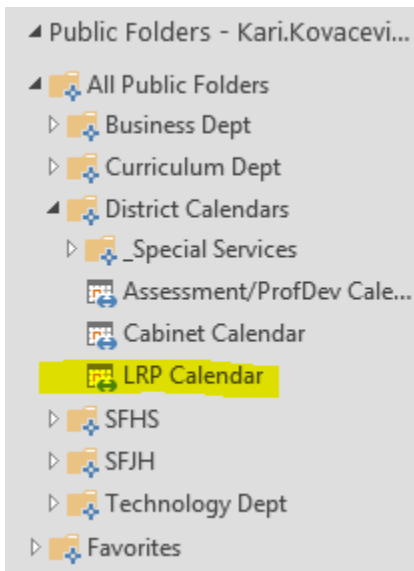


Accessing District Public Folders in Outlook 2016

1. From Outlook 2016, select the “...” on the bar in the left bottom section of the screen. Then select “**Folders**”.

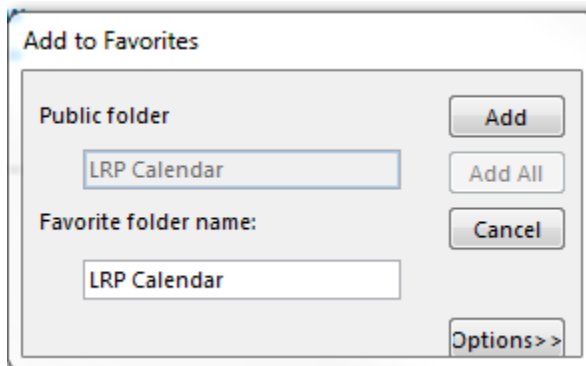


This will display the “**Public Folders**” in the left hand column of the Outlook screen. You may have to scroll down through your folders to locate it.



2. Navigate to the “**Public Folders**” in the left column and expand the “**All Public Folders**” item. Then expand any other folders to locate the specific folder you are needing.
3. Selecting the calendar you are needing will display the calendar in the right pane.

4. To make this calendar a favorite so that you don't have to repeat the above steps each time you want to access the calendar, right-click on the calendar name in the left column and select **"Add to Favorites"**. Then select **"Add"** to complete the task.



5. Navigate to your **"Calendar view"** in Outlook. The calendar that you selected to **"Add to Favorites"** should be listed under the **"Other Calendars"** section on the Calendar View.

You can use the checkbox beside the calendar name to display it or not.

