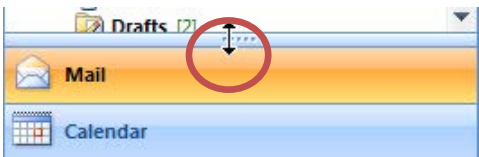


View Public Folders

You can easily view a public folder or calendar that has been set up for your department or the campus in the Outlook Navigation Pane. An example using **Academic Calendar – Meeting Schedule** is shown below.

1. Open Outlook make sure you can view your navigation pane on the left.
2. From the shortcuts down at the bottom of the navigation pane, select **Folder List**.
3. If you don't see folder list expand the listing. Point to border; get the double arrow and click and drag to expand the folder list.



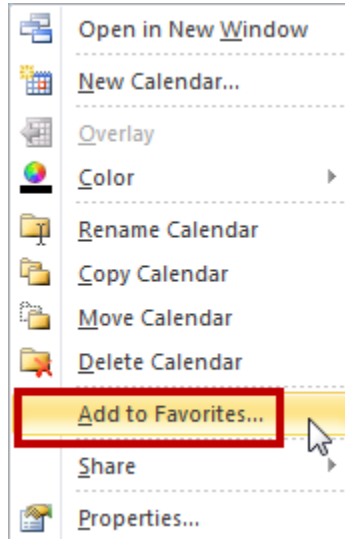
4. Click Folder List which will show all folders. Scroll down until you see **Public Folders**.
5. Double-click on Public Folders to expand the folder. Double-click on **All Public Folders**. All Public Folders that you have permission to will appear.
6. Select the **Academic Calendar- Meeting Schedule**. The calendar will appear on the right.

The screenshot displays the Outlook interface with the following elements:

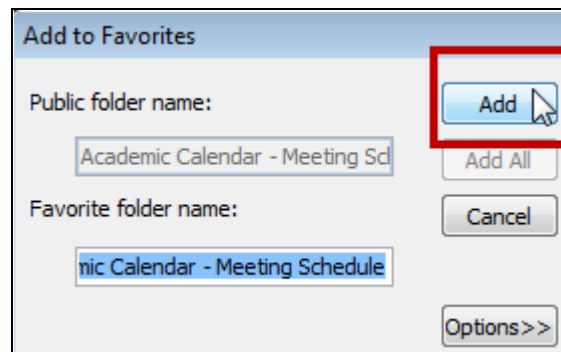
- Navigation Pane (Left):** Shows a hierarchy of folders. 'Public Folders - flansbus@mail.strose.edu' is expanded to show 'All Public Folders', which is further expanded to show 'Academic Calendar - Meeting Schedule'. A red box labeled 'Navigation Pane' highlights the folder list area.
- Calendar View (Right):** Shows the 'Academic Calendar - Meeting Schedule' for August 2013. The calendar is displayed in a grid format with columns for days of the week (Sun to Sat) and rows for weeks. Events are shown as colored blocks. For example, 'Summer S' events are shown for most days in August. Other events include 'New Facul' on August 19, 'President's' on August 21, and 'Week of V Academic C' on August 24.
- Toolbar (Top):** Contains various icons for creating new items, viewing different calendar views (Day, Work Week, Week, Month, Schedule View), and managing calendars.
- Status Bar (Bottom):** Shows 'Items: 25' and 'All folders are up to date.'

Add to Favorites

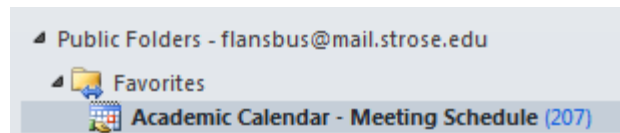
1. Right -click on the calendar. Choose **Add to Favorites**.



2. Click **Add**

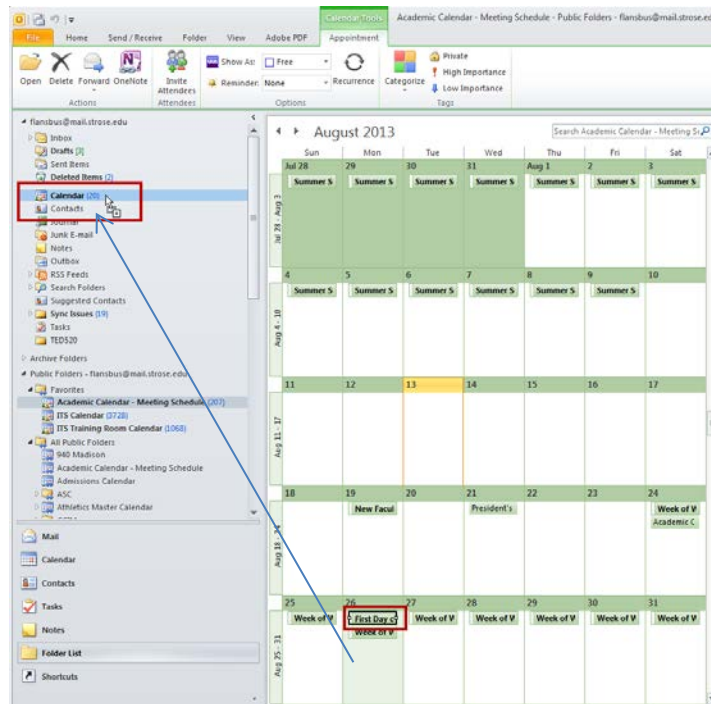


3. It is added to your public calendar favorites.



How to Copy an individual Appointment from a public calendar to your Calendar

1. You can copy an appointment from the **Academic Calendar – Meeting Schedule** to your calendar by clicking and dragging the appointment to your calendar. You will see an arrow with a plus sign which indicates it is creating a copy.

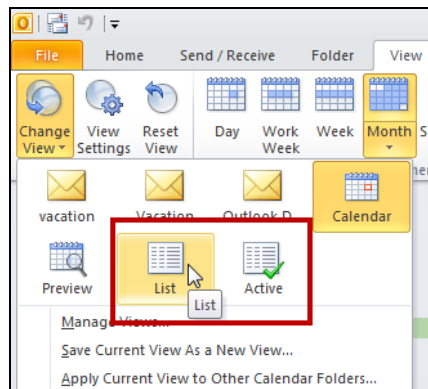


2. View your calendar, and the copied appointment will appear.

How to Copy the Academic Calendar Appointments public calendar to your Calendar

To copy all the Calendar items to another folder, you must **first display all the items in a tabular view**.

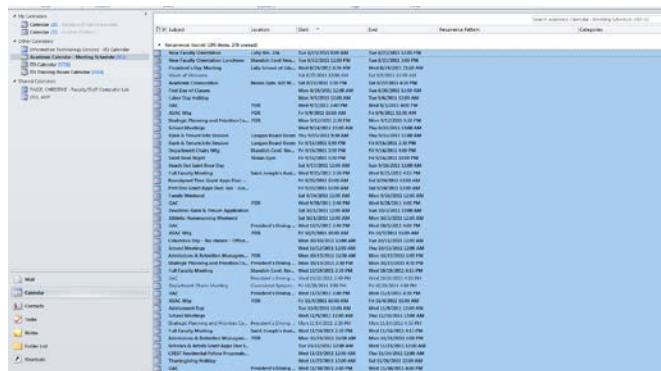
1. Go to the Academic Calendar – meeting schedule in Public folders.
2. Click the **View** tab.
3. On the **View** tab, click **Change View**, and then click to select one of the tabular views such as **List** or **Active**.



If you don't see these options, On the View menu, click Reset View. Click **Yes** to reset the view to the original settings.

After all items are displayed, follow these steps:

4. To select all items, use the keyboard shortcut, CONTROL+A.
5. To copy the items, use the keyboard shortcut, CONTROL+C.

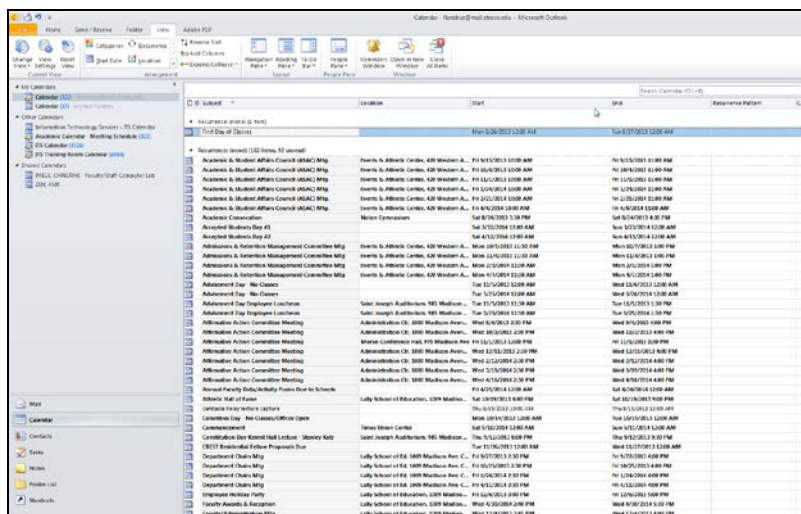
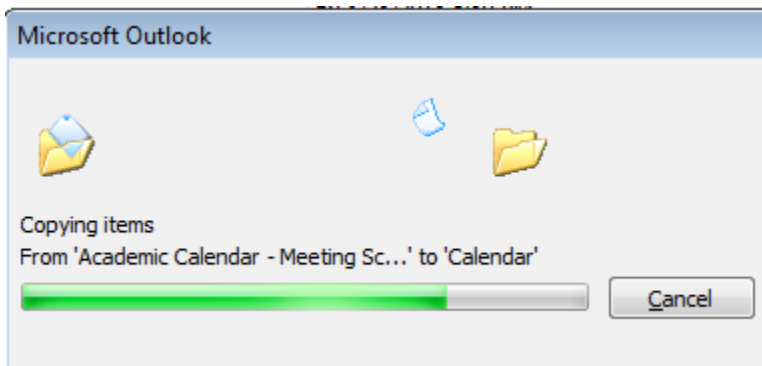


6. Click to select the destination calendar. (Go to your calendar, in list view)

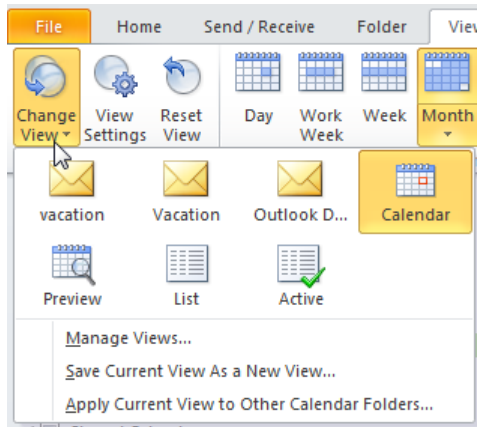
Note To paste the items correctly, the destination folder must be a calendar folder and in list view.

1. To paste the items, use the keyboard shortcut, CONTROL+V.

Caveat: This process inserts a copy of all the Calendar items into the destination folder. (The Caveat is if there are any changes to the original calendar than you would have to refer back to the public folder calendar)



You can change your view back to calendar view.



Source: <http://support.microsoft.com/kb/197038>