Mac Outlook - Lab Signup Calendar

Outlook   File   Edit   View   Meeting   Format   Tools   Window   Help
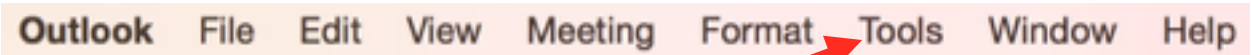
1. Open Outlook - Click Tools

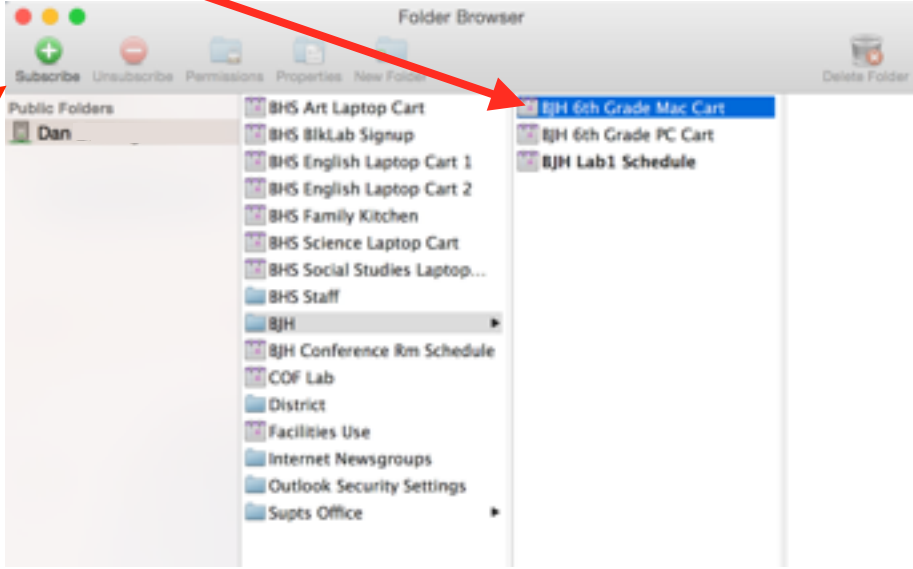| Tools	Window	Help	⚡
Run Schedule	▶		
Send & Receive	▶		
IMAP Folders...			
Out of Office...			
Public Folders...			
Sync Services...			
Rules...			
Mailing List Manager...			
Junk E-mail Protection...			
Accounts...			
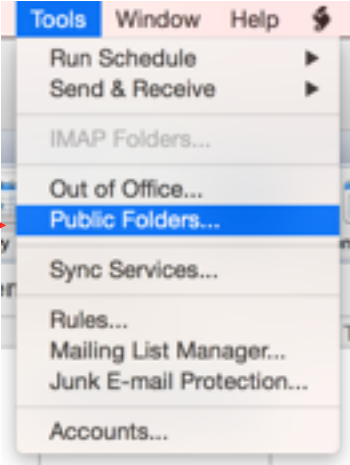
2. Click Public Folders

3. Click the Folder or Calendar you need.

Folder Browser

Subscribe   Unsubscribe   Permissions   Properties   New Folder   Delete Folder

Public Folders
Dan

- BHS Art Laptop Cart
- BHS BlkLab Signup
- BHS English Laptop Cart 1
- BHS English Laptop Cart 2
- BHS Family Kitchen
- BHS Science Laptop Cart
- BHS Social Studies Laptop...
- BHS Staff
- BJH ▶
- BJH Conference Rm Schedule
- COF Lab
- District
- Facilities Use
- Internet Newsgroups
- Outlook Security Settings
- Supts Office ▶

- BJH 6th Grade Mac Cart
- BJH 6th Grade PC Cart
- BJH Lab1 Schedule

4. Once the Calendar is selected "Click Subscribe"

5. Click Calendar

☑ Subscribed Public Folders
▼ ☑ Dan
  ☑ BJH 6th Grade Mac Cart
  ☑ BJH 6th Grade PC Cart
  ☑ BJH Lab1 Schedule

SMART FOLDERS

✉ Mail
📅 Calendar
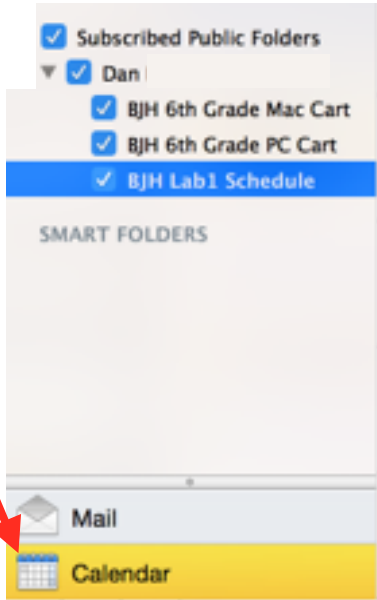
6. Click the Calendar to add an New Event.