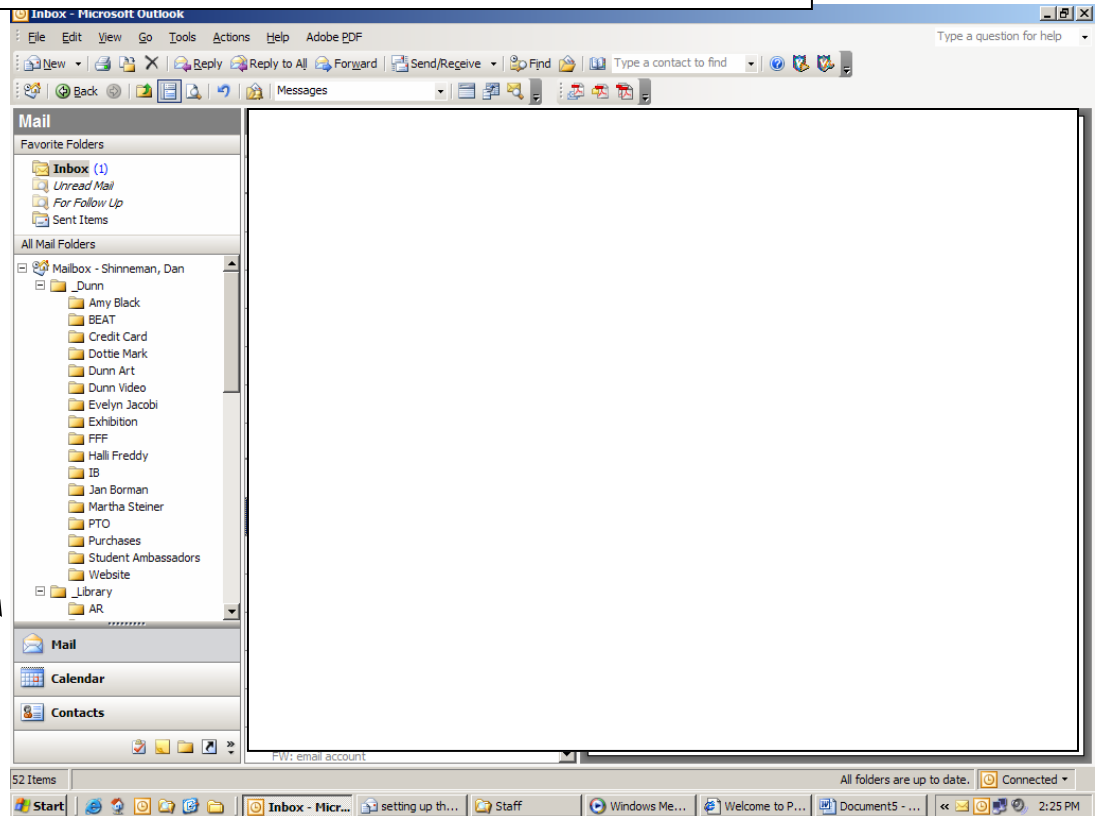
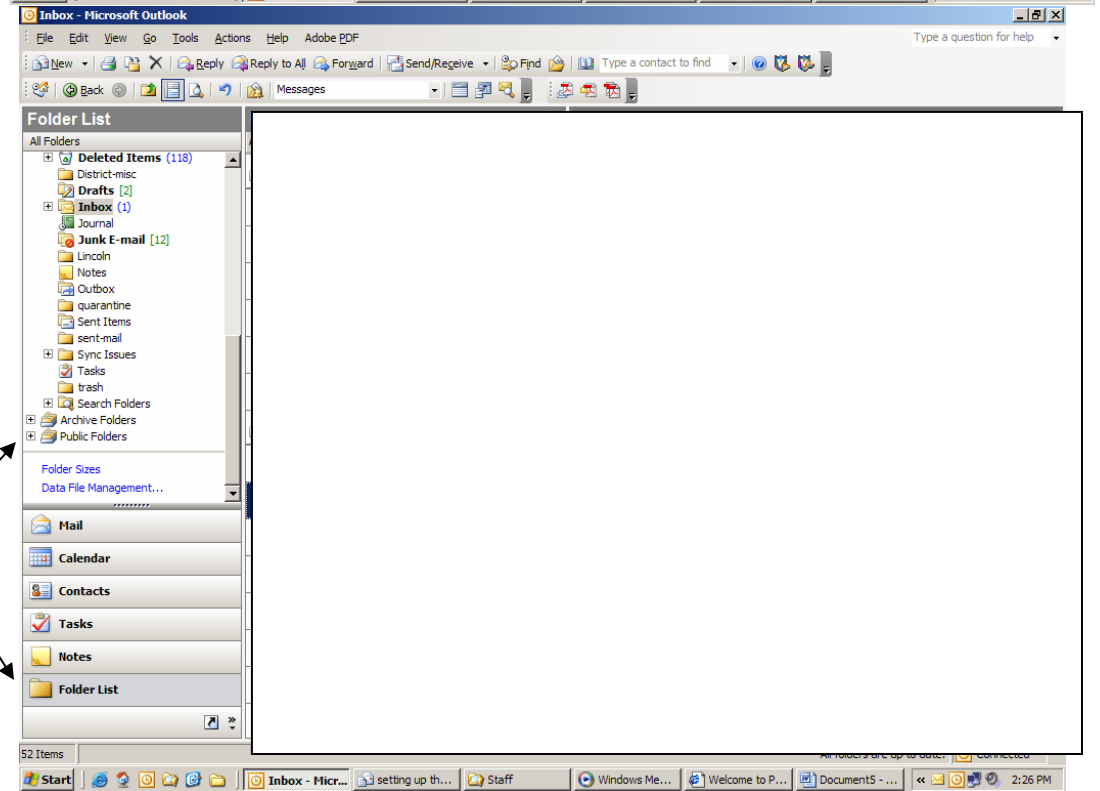


Setting up the desktop version of Outlook for calendars



1st drag this bar up until you see Folder List



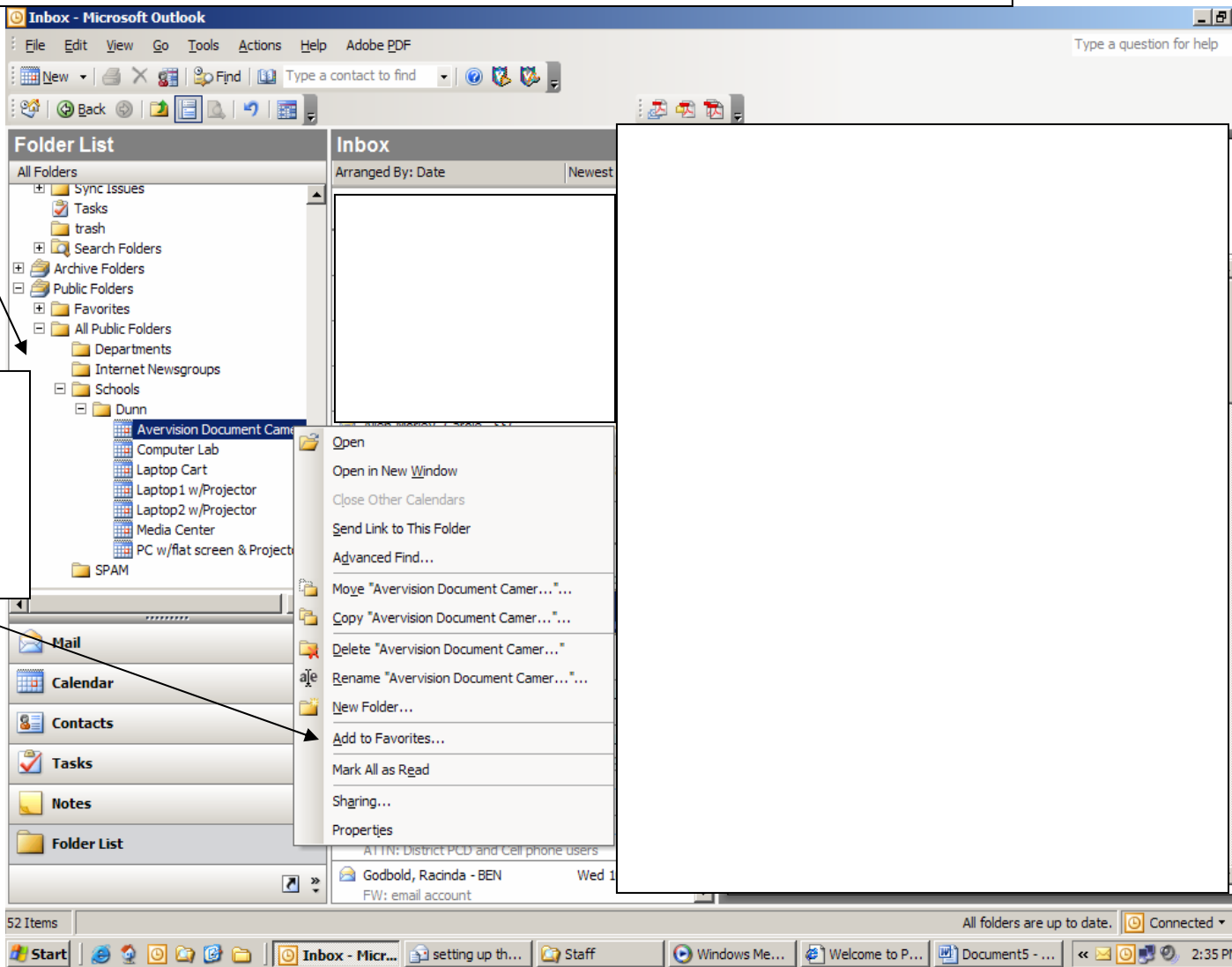
Next click on **Folder List**



Scroll down to the bottom and expand the **Public Folders** by clicking on the + sign to the left of it.

Keep expanding the folders by clicking on the + signs. Click on the + signs in front of **All Public Folders**, then **Schools**, then **Dunn**. Once you see the calendars, **right click** on each one and click **ADD TO FAVORITES**

CLICK ADD TO FAVORITES FOR EACH CALENDAR



Once you have added them to favorites, you will see the calendars below your personal calendar.