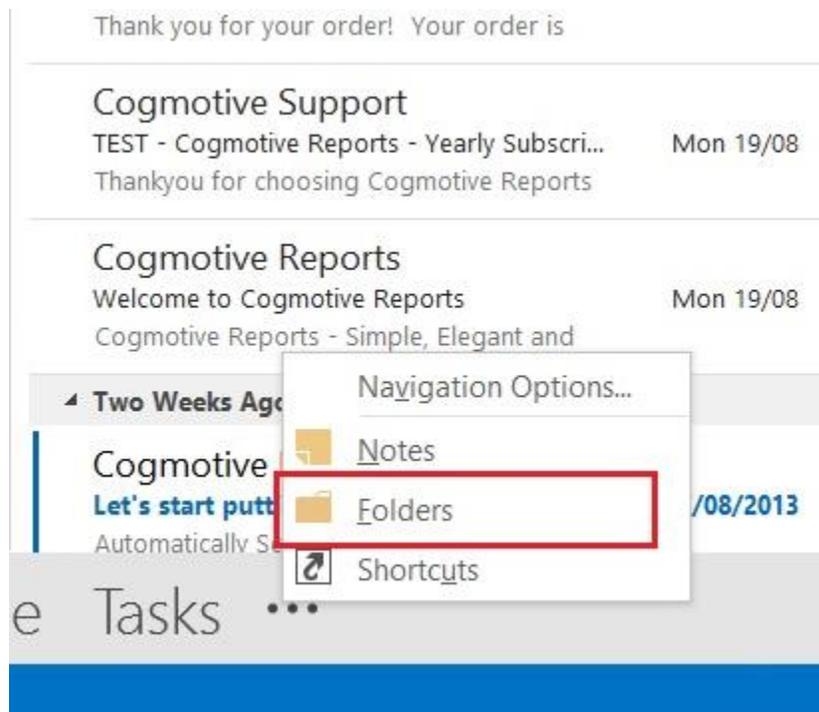


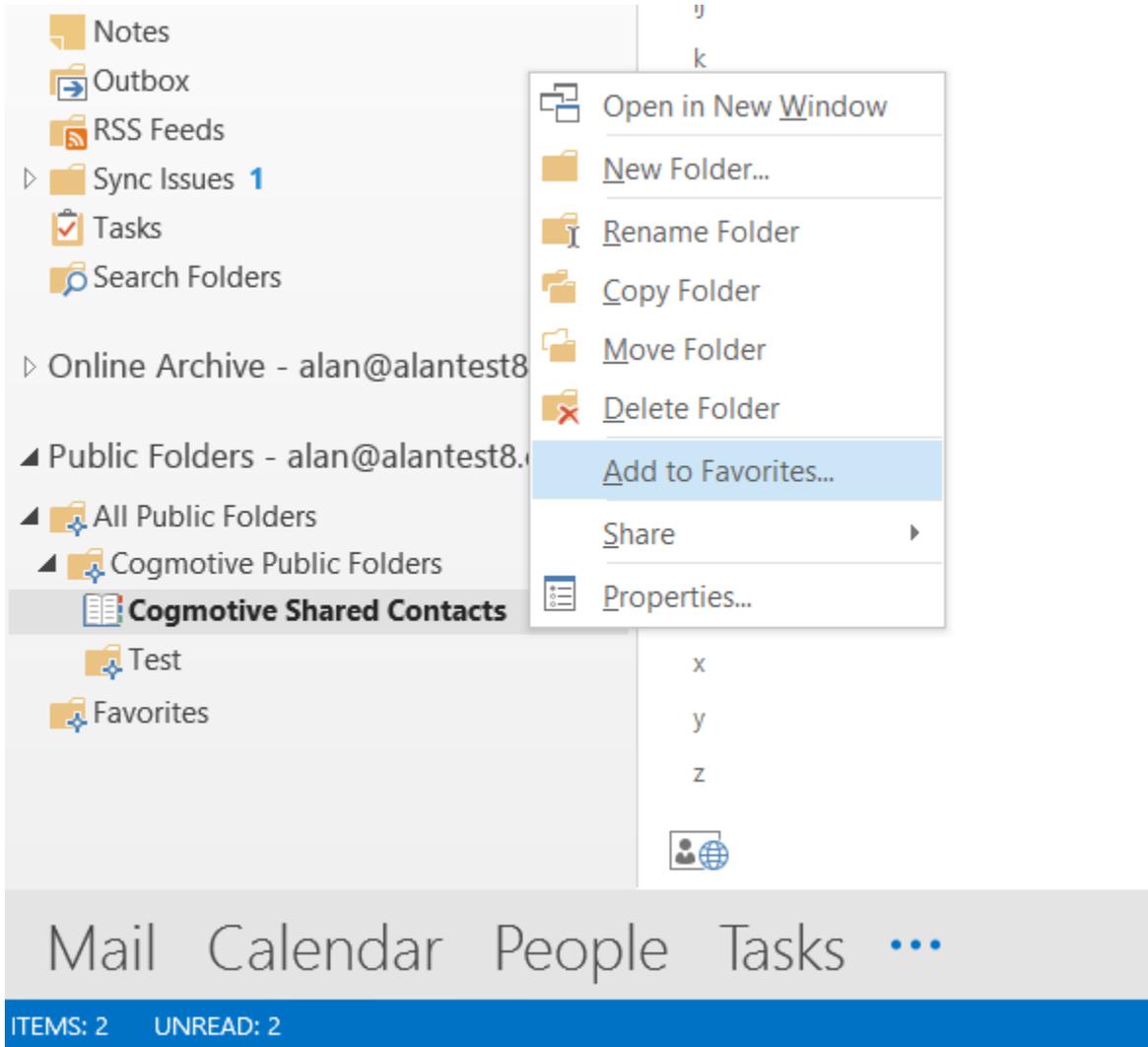
## Adding a Public Calendar to Outlook

Public calendars are different than a shared calendar as a shared calendar belongs to a certain person and would go away if that person left the business. A public calendar is centrally managed, but does require that it be manually added to your Outlook. Follow the steps below to do so. Instructions may vary slightly based on your version of Outlook.

1. Open up Outlook and navigate to the folders list.



- Expand out your *Public Folders* and *All Public Folders* until you see the calendar public folder. Right click the Calendar folder and click Add to Favorites.



This will allow you to view the Shared Calendar in your Calendar section.

The screenshot shows the Outlook calendar interface. The main calendar view is for August 2013, showing a grid with days of the week (MON to SUN) and dates. The calendar is titled "Calendar" and "Cogmotive Shared Calendar". The date 1 Aug is highlighted in blue. The interface includes a ribbon with tabs like FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. There are also navigation buttons for "New Appointment", "New Meeting", "New Lync Meeting", "Today", "Next 7 Days", "Day", "Work Week", "Week", "Month", "Schedule View", "Open Calendar", "Calendar Groups", "E-mail", "Share", "Publish", "Calendar Online", and "Permissions". A search bar is visible at the top right. The bottom status bar shows "ITEMS: 0" and "ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE".

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Reach out to SmartPath Technologies if you experience any issues.

SmartPath Technologies, LLC

