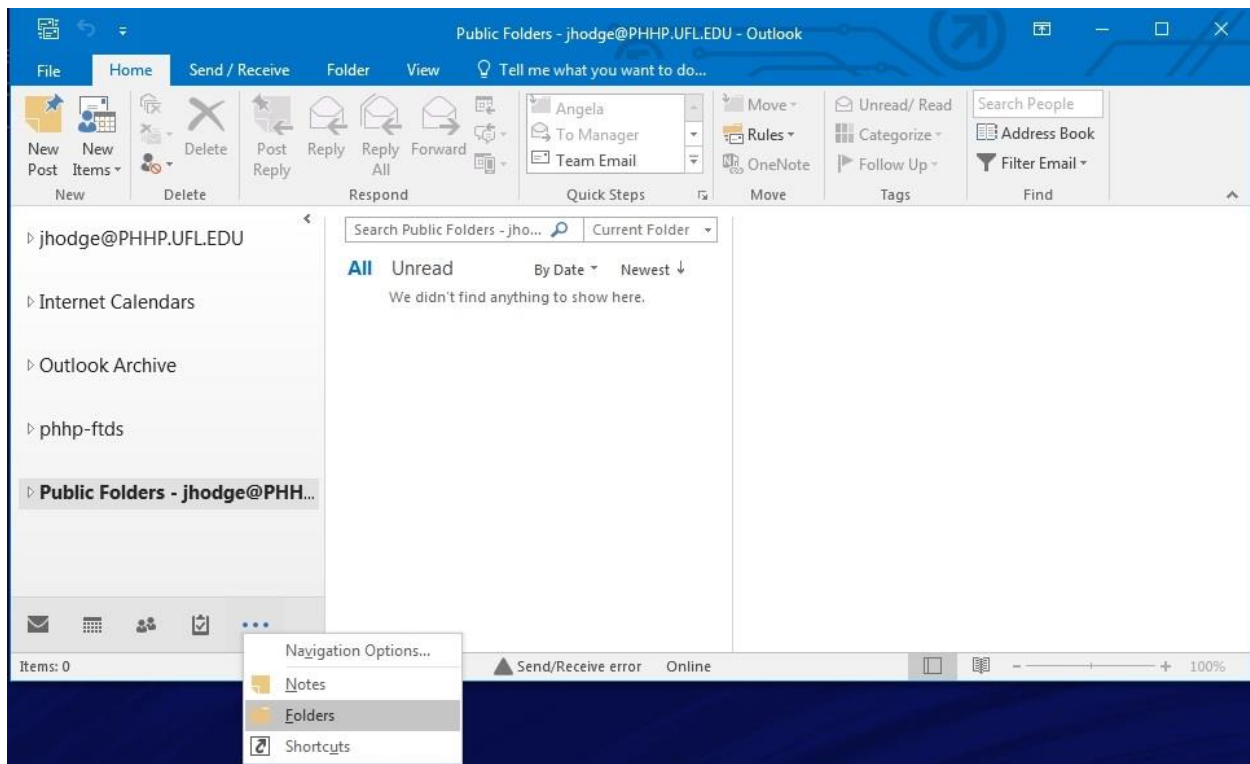


# Instructions to Add Shared Departmental Calendar/Public folder to Outlook

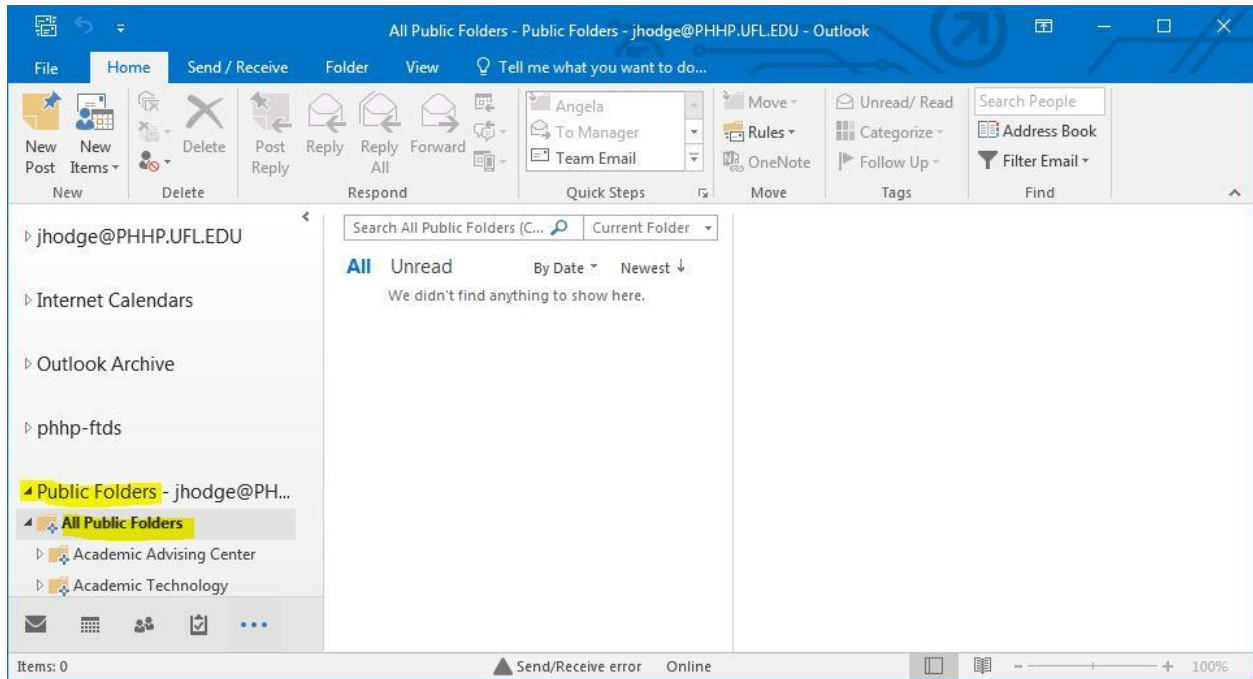
Instructions demonstrated in Outlook 2016, but should be similar in 2010. You must complete these instructions before you'll be able to access the calendar in Outlook Web App (OWA) via [mail.ufl.edu](mailto:mail.ufl.edu). Not available via Office 365.

## Step 1



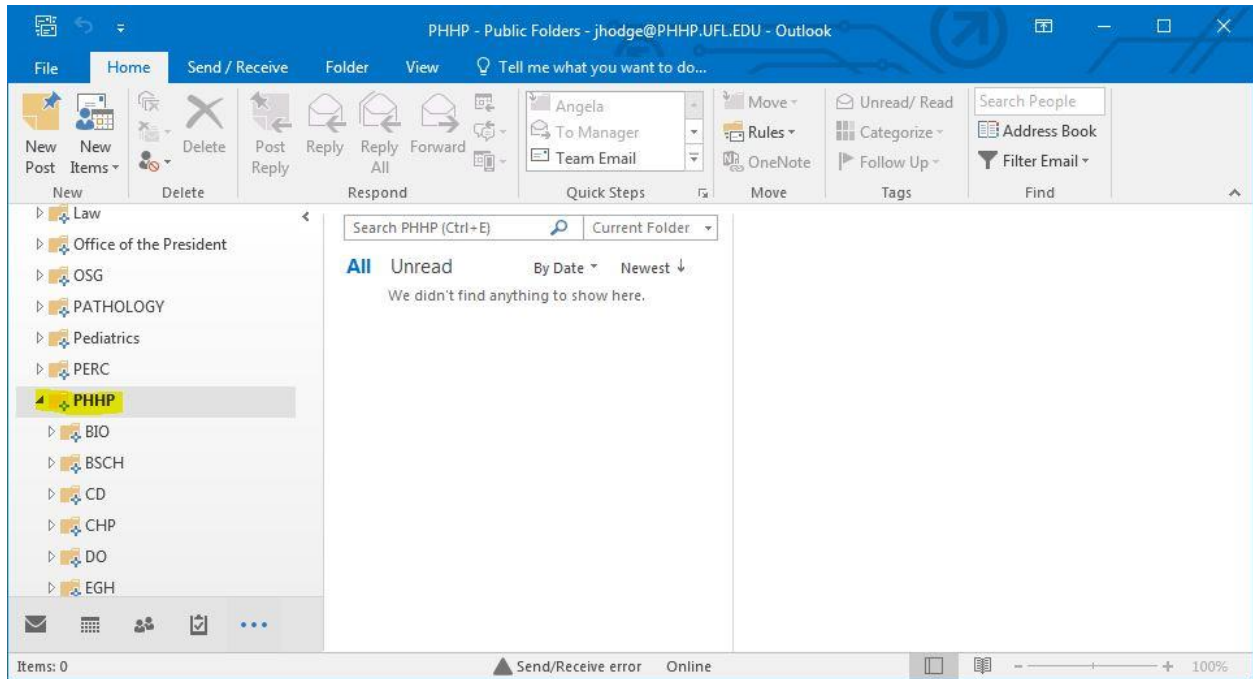
1. Open Outlook Client.
2. Click the three dots in the bottom left of the Outlook window.
3. Choose Folders.
4. Scroll the left column until you see Public Folders.

## Step 2



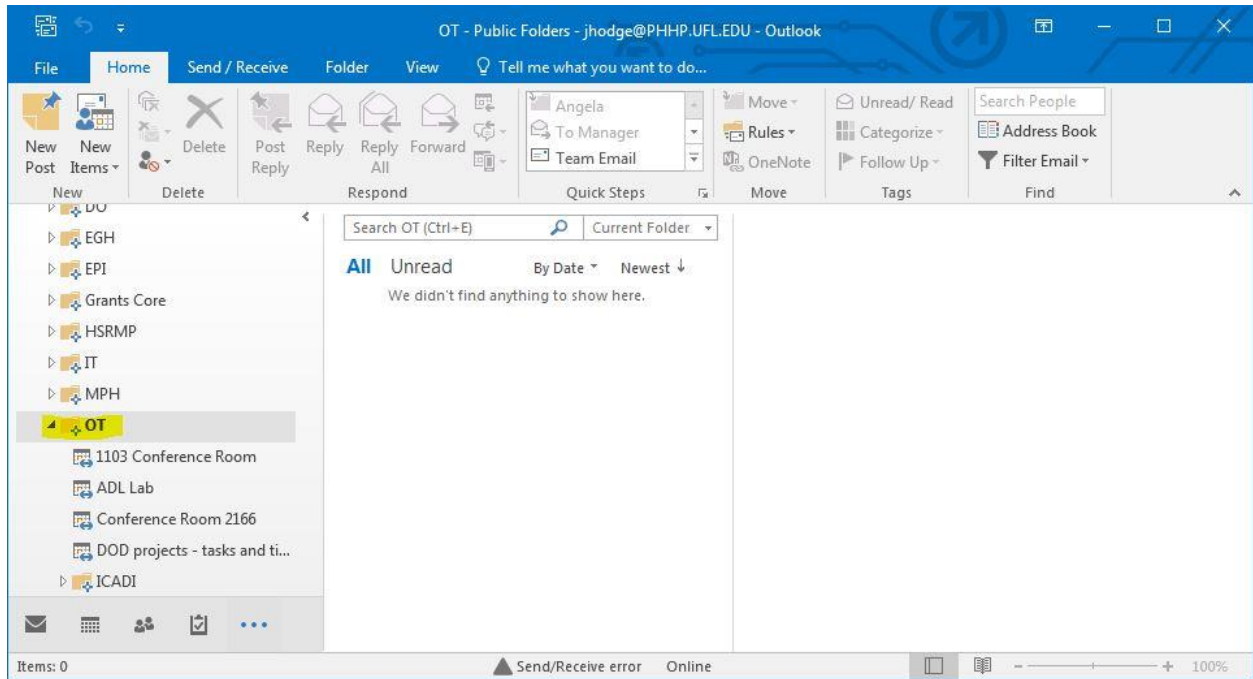
1. Click to expand Public Folders.
2. Click to expand All Public Folders.

## Step 3



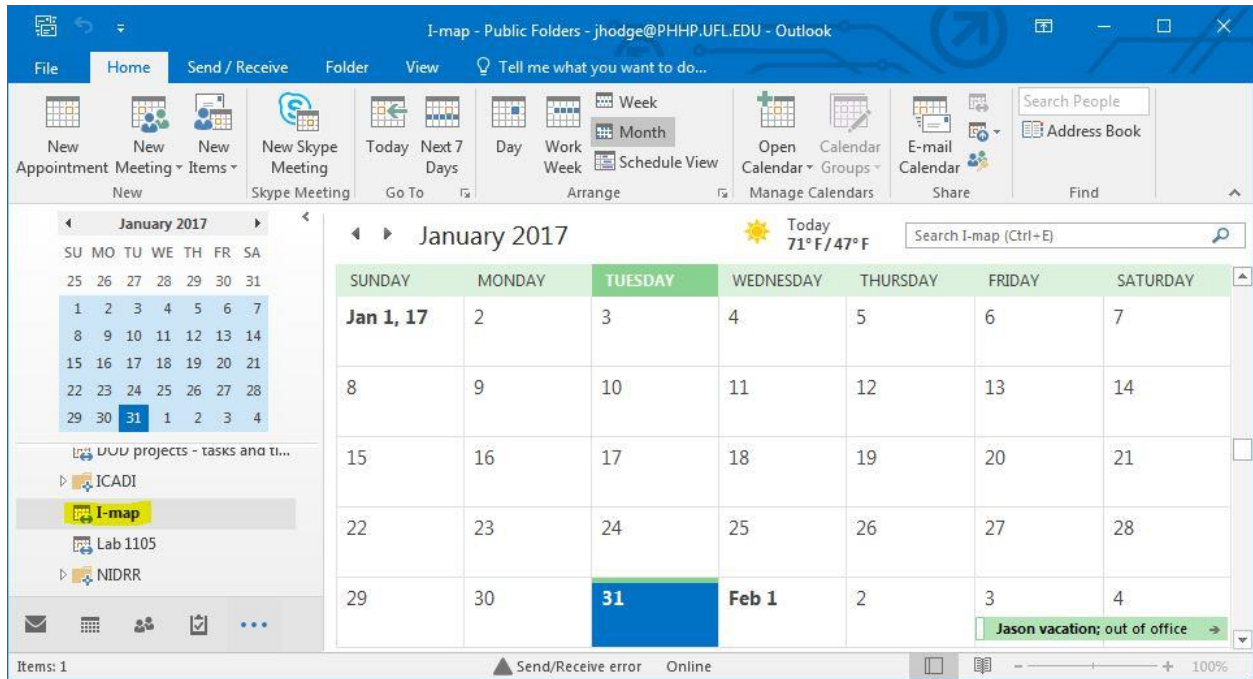
1. Scroll down to find PHHP.
2. Click to expand PHHP folder.

## Step 4



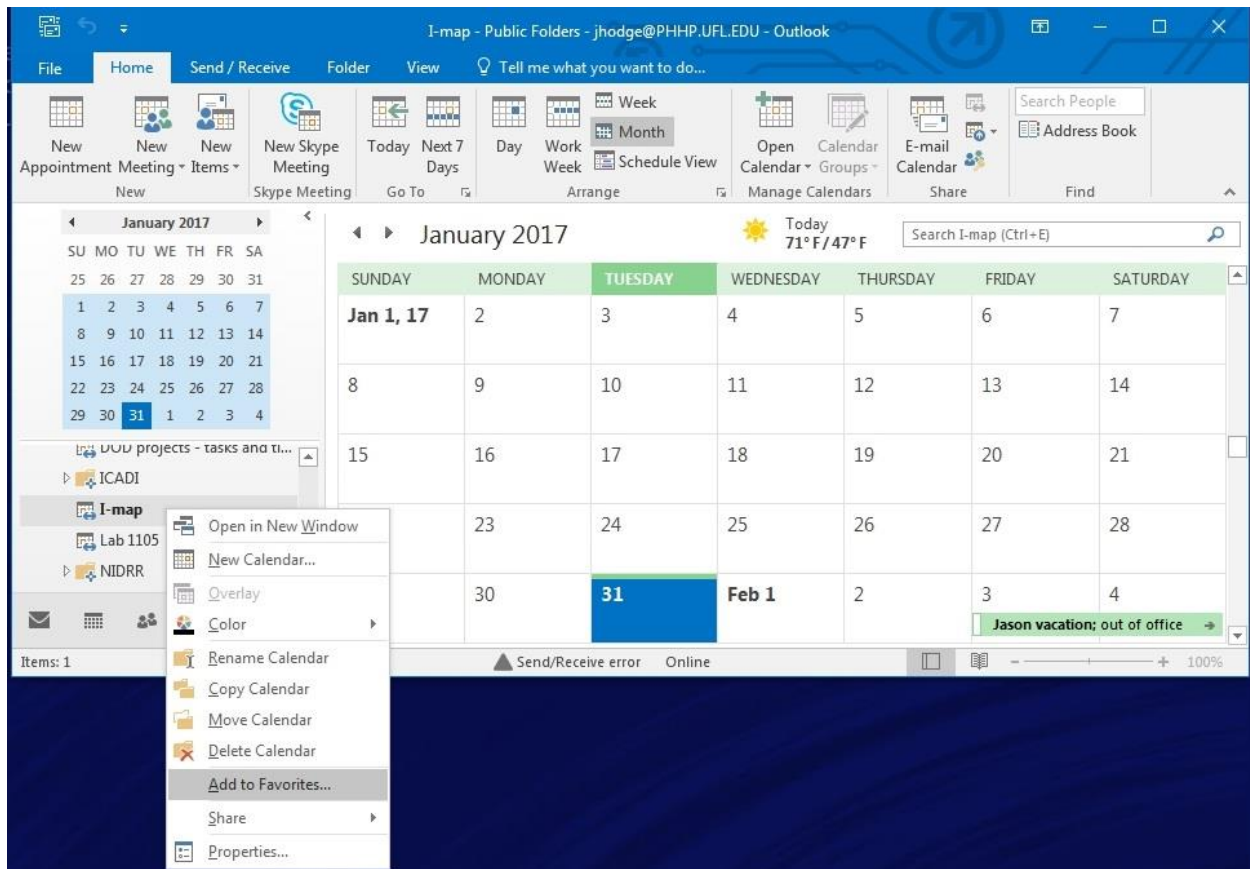
1. Scroll down to the department you are looking for
2. Click to expand that folder.

## Step 5

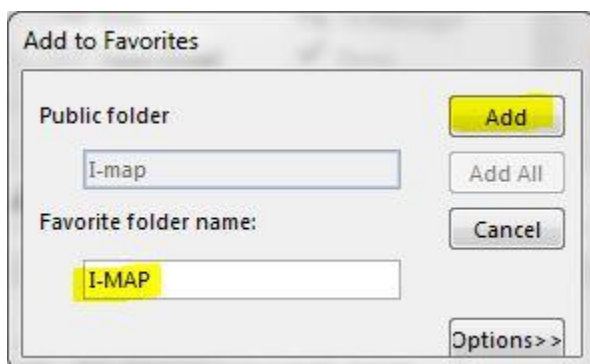


1. Scroll down to find the calendar you want
2. Click the calendar to view the it.
3. Now let's create a shortcut...

## Step 6

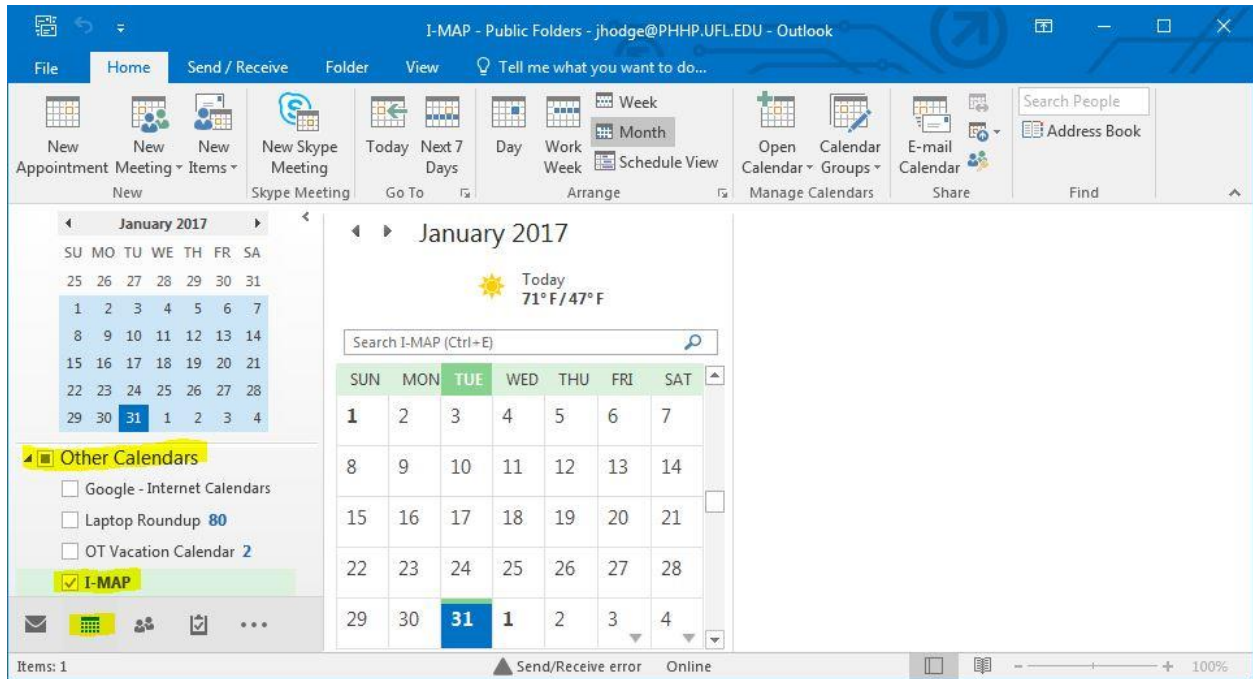


1. Right-click on the selected calendar and choose Add to Favorites...
2. The Add to Favorites dialog box appears.



1. Give the folder a name if you choose.
2. Click the Add button.

## Step 7



1. Click the Calendar icon in the bottom left of the Outlook window (highlighted).
2. Scroll to find Other Calendars in the left column.
3. Click to check next to the added calendar, this will turn the calendar on/off from the view on the right.