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Explanation of Public Calendars
Public calendars may be requested if you have groups of people who need to view and add information to one common calendar. If you have the need for a public calendar, please enter a help desk ticket to request one.

    🚨 Important! When entering help desk request choose **Problem Type** - Email Related Issues; **Category** - MS Exchange Faculty Staff and **Symptom** – Calendaring. In the description area of the ticket, request creation of a new public calendar. Please provide what name you wish for your public calendar and who should have access to it.

Viewing Public Calendars Using Desktop Client
To get to the public folders, click Go – Folder List or click on Folder List navigation button (near the bottom of the Outlook window). That will show Public Folders in the folder list (as circled in screen shot on the right).

- Click on + sign in front of Public Folders
- Click on + sign in front of All Public Folders
- Click on + sign in front of your department name

You will then see any public calendars you have rights to use.

**See the next page to set up a shortcut to view the calendar easier!**

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Create a shortcut to see public calendar(s) in your regular calendar area
Create a shortcut to your public calendar so you will see it under the Calendar area (without having to drill down under Public Folders each time).

To set this up:
Use the steps presented above to get to the public calendar you wish to see (using Folder list View).

Right click on a public calendar and choose “Add to Favorites”

This will add the public calendar to the Favorites folder directly under Public Folders.

You will now see the public folder in your regular calendar area, under “Other Calendars.”

Viewing calendar under Calendar icon
Once a public calendar has been copied to Favorites, you will be able to view it when clicking on the Calendar icon in the navigation pane.

You will see the public calendar listed under “Other Calendars” – click in the checkbox to view it.

Note: If you see the public calendar listed under “My Calendars” you did not do the “Shortcut setup” correctly. Delete the calendar under My Calendars
Do the step listed at the top of this page again – you should then see the calendar under Other Calendars.
Viewing Public Calendars Using Webmail

Important! Public Calendars are not available in web access light

Log into Webmail – be sure there is no checkmark in front of “Use Web Access Light”
You cannot view public calendars in Web Access Light.

Once logged in, you will be able to view and use your public calendar. Click on Public Folders.
A new window will appear. Click on the + sign next to your Department name (under Public Folders). This will show all public calendars you have rights to use. Click on the one you wish to view.