

## Procedure – Accessing a School Shared Calendar in Outlook 2003

February 2007

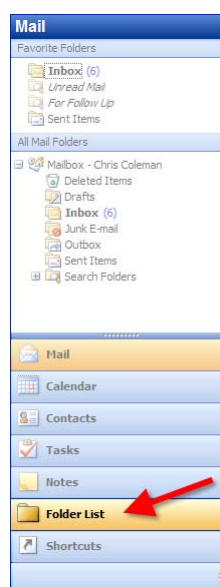
<http://www.ict.schools.nt.gov.au/>

**Scope:** Microsoft Outlook 2003

**Description:** Accessing a School Shared Calendar in Outlook 2003

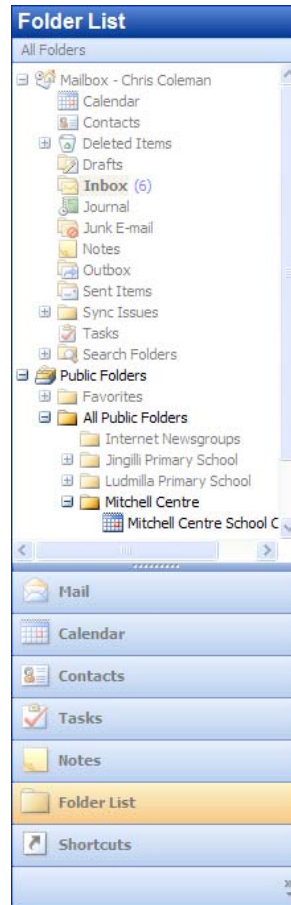
Start Outlook 2003.

Click on the **Folder List** item in the Outlook bar

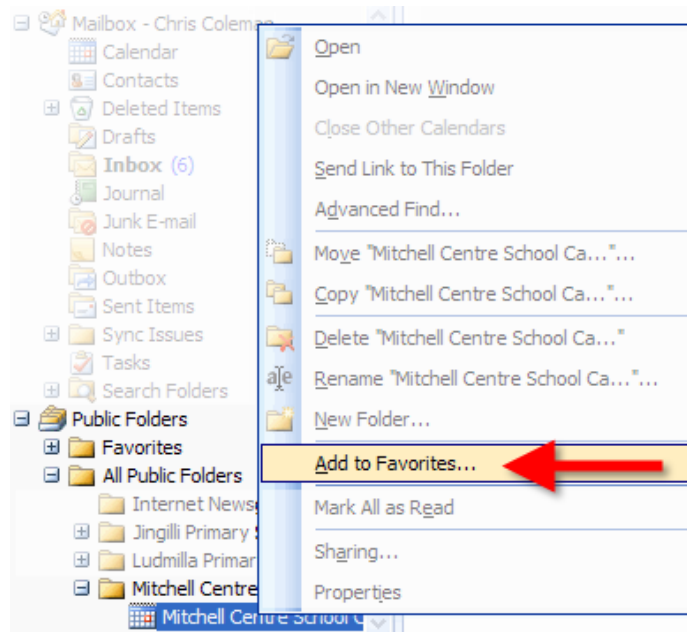


Expand the **Public Folders** item, followed by the **All Public Folders** item, followed by the **Mitchell Centre** item.

The **Mitchell Centre School Calendar** can be accessed by clicking on it.



To make the **Mitchell Centre School Calendar** easier to access, right-click on it and select **"Add to Favorites..."**



A shortcut to the calendar is placed in the **Favorites** folder in the Public Folders folder.

