CREATING A CALENDAR

1. Scroll down and right click on Calendar
2. Click New Calendar

Select where to place the folder:
1. Scroll down to Public Folders
2. Expand: All Public Folders
3. Expand: ACSC School Calendars
4. Click on A STARTER CALENDAR
5. Type the name of the new calendar you want to create
6. Be descriptive (add a room number and name)
7. Click OK

1. Bottom left menu: scroll back down to Public Folders/All Public Folders/ACSC School
2. Right click on your calendar
3. Click on properties
4. Add a description under the general tab
5. Select whom you want to have access by clicking on the permissions tab
6. Can add whole building staff list by typing building abbreviation – Staff (i.e. IW – Staff)
7. Permissions by default are set to Author, but you can change if you want to allow specific permissions
8. Click on drop down arrow to see the best fit (see list below)
9. Click OK
SHARING A CALENDAR

Right Click on Calendar to Share via E-mail

User will receive a snapshot of upcoming appointments

USERS CAN ADD A CALENDAR FROM THIS GROUP TO FAVORITES
- Right click on the calendar
- Click “Add to Favorites”
- It will display under Other Calendars