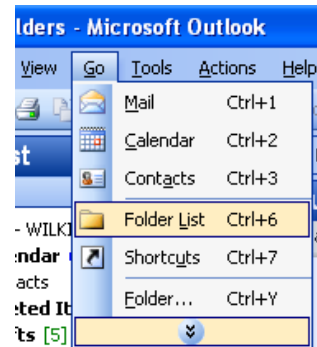


Accessing Public Folders Calendars Master Calendar for 2010-2011

-Go to Outlook

-Click on Go in the menu bar at the top and select Folder List



-Go to the bottom of the Folders List frame along the left....

-Click on the plus sign next to **Public Folders**

-Click on the plus sign next to **All Public Folders**

-Click on the calendar **SCSDPD**

-Review the calendar to find dates for meetings.

