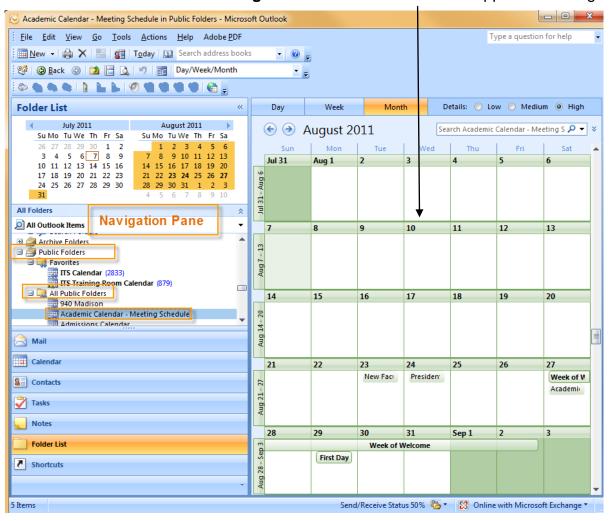# View Public Folders

You can easily view a public folder or calendar that has been set up for your department or the campus in the Outlook Navigation Pane. An example using **Academic Calendar – Meeting Schedule** is shown below.

1. Open Outlook make sure you can view your navigation pane on the left.

2. From the shortcuts down at the bottom of the navigation pane, select Folder List.

3. If you don't see folder list expand the listing. Point to border; get the double arrow and click and drag to expand the folder list.
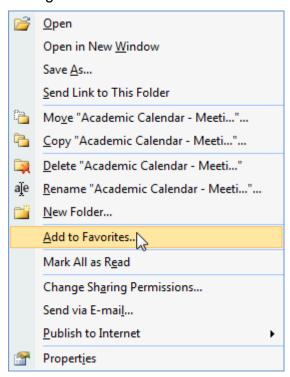
4. Click Folder List which will show all folders. Scroll down until you see **Public Folders**.

5. Double-click on Public Folders to expand the folder. Double-click on **All Public Folders.** All Public Folders that you have permission to will appear.

6. Select the **Academic Calendar- Meeting Schedule**. The calendar will appear on the right.
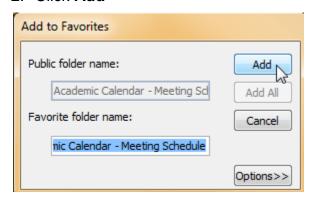
Add to Favorites

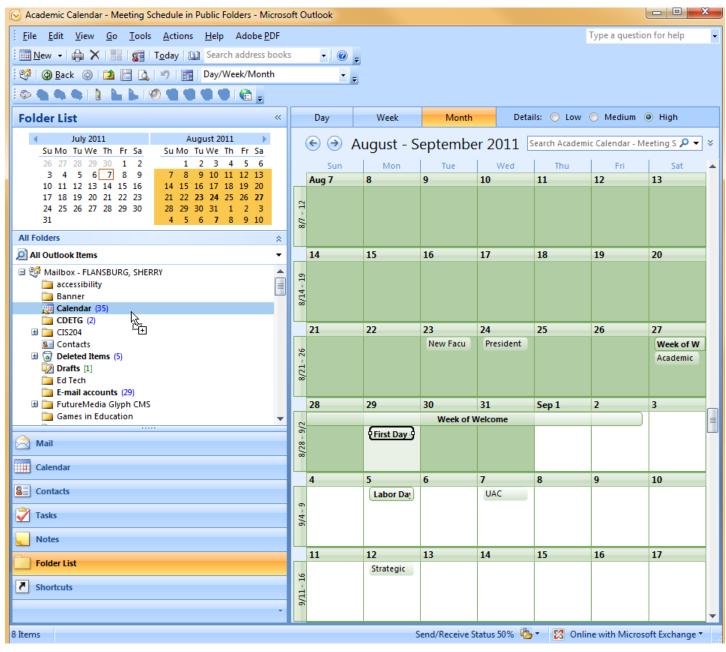1. Right -click on the calendar. Choose **Add to Favorites**.

2. Click **Add**

3. It is added to your calendar favorites. When you click on Calendar, Your Favorite calendars will appear under **Other Calendars** in the navigation pane.

Copy an Appointment from a public calendar to your Calendar

1. You can copy an appointment from the **Academic Calendar – Meeting Schedule** to your calendar by clicking and dragging the appointment to your calendar. You will see an arrow with a plus sign which indicates it is creating a copy.

2. View your calendar, and the copied appointment will appear.