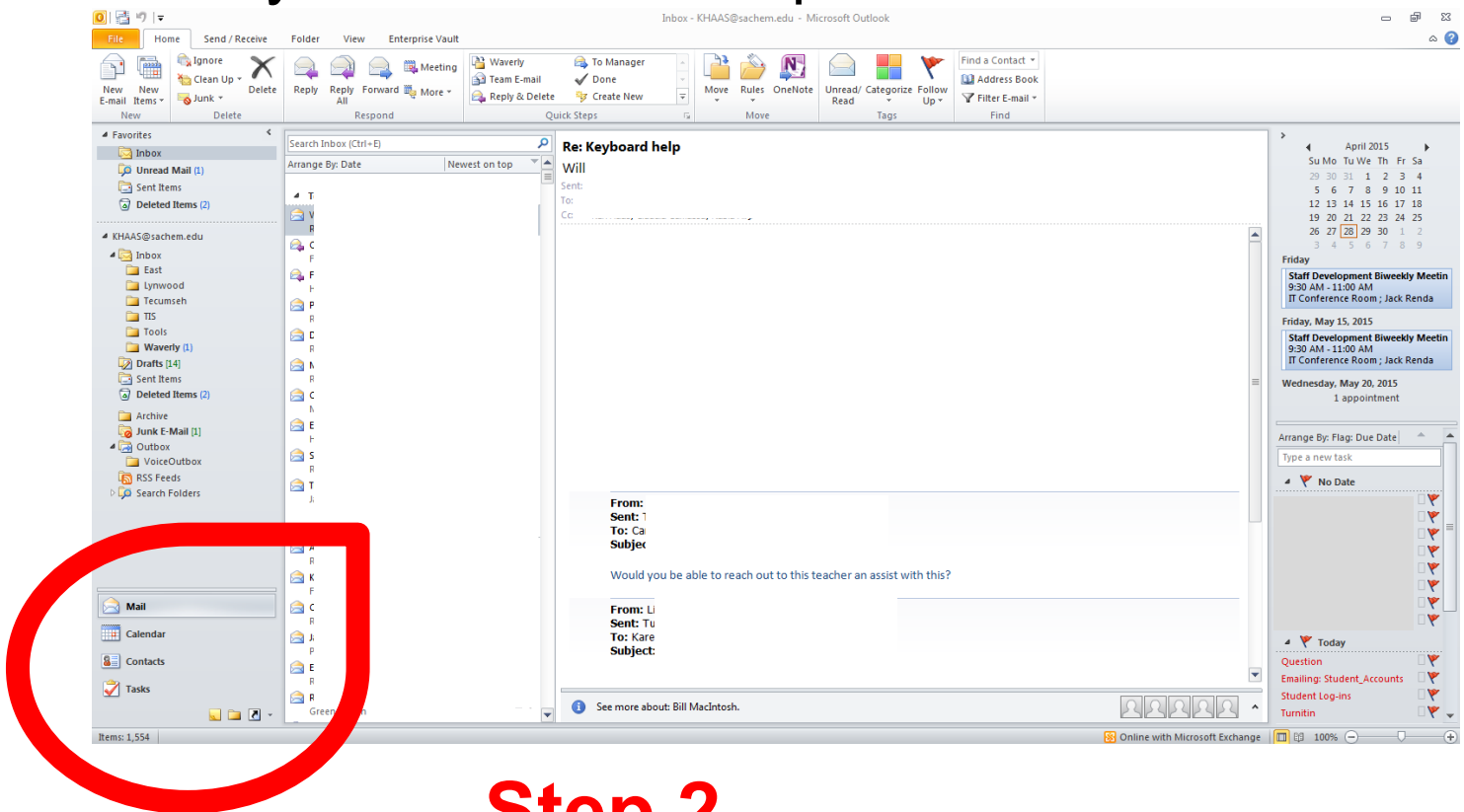
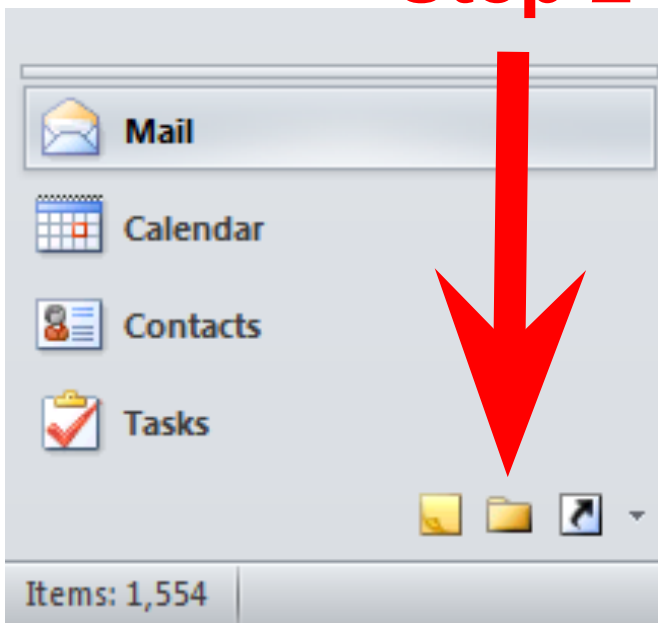


# Open Public Folders in Outlook to find Shared Calendars

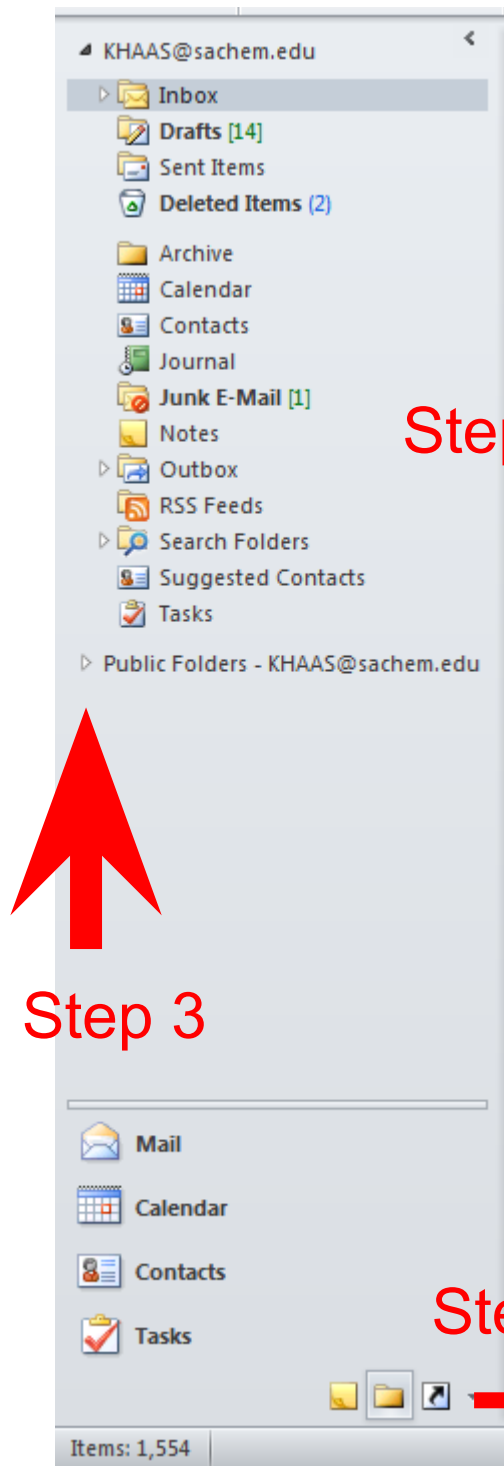
**Step 1:** Open Microsoft Outlook software on your school desktop



**Step 2**

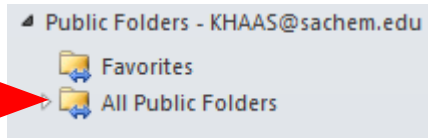


**Step 2:** Find the small folder icon on the bottom left of the screen

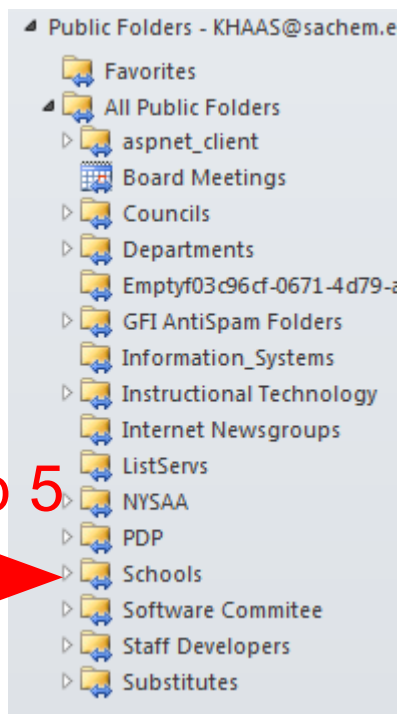


**Step 3:** Click the triangle ▷ to show available public folder

**Step 4**

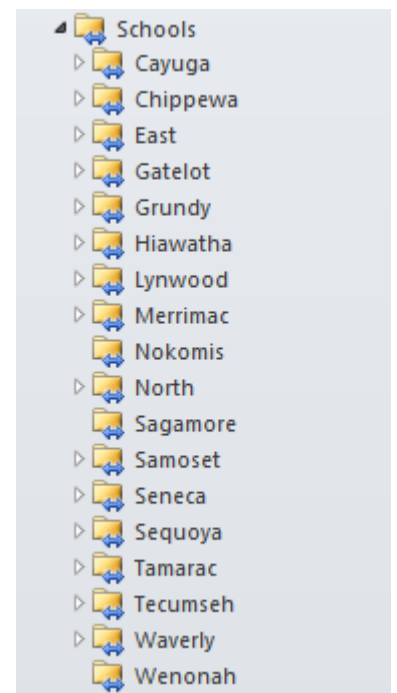


**Step 4:** Click the triangle ▷ next to All Public Folders to view subfolders



**Step 5**

**Step 5:** Click the triangle ▷ next to Schools



**Step 6:** Choose your school and click on the calendar