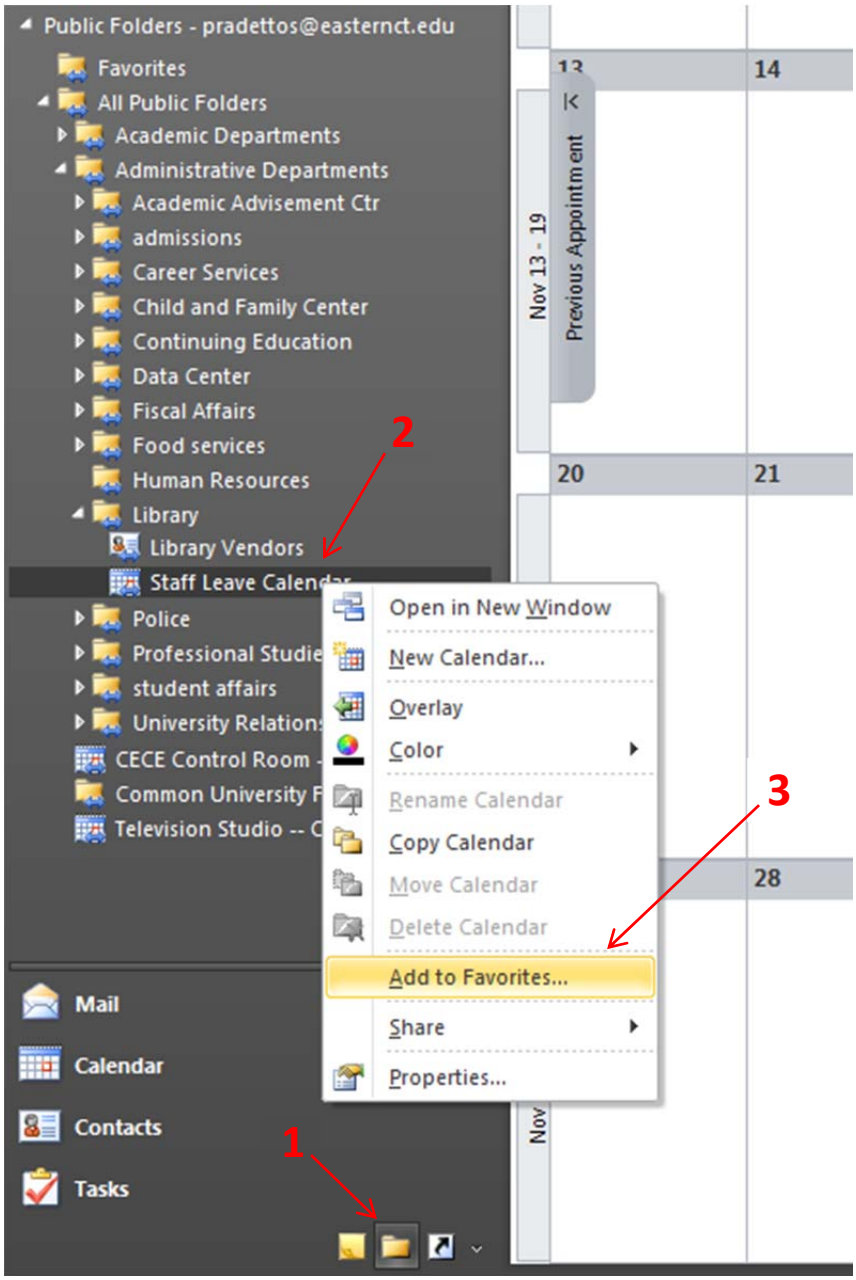
How to add a Public Calendar to the Calendars List in Outlook 2010

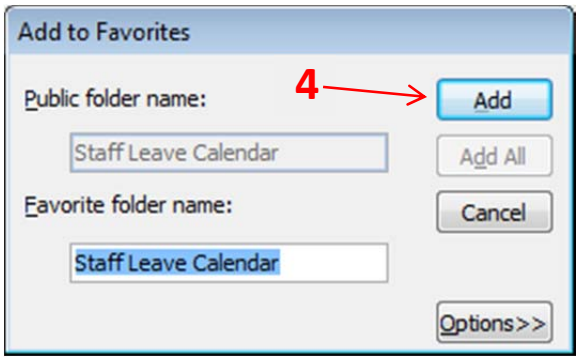
1. Click the little folder on the bottom left of the Outlook home screen, right under the main Mail and Calendar controls. Clicking CTRL + 6 also shows this screen.

2. Navigate to the folder which contains the calendar you want to add.

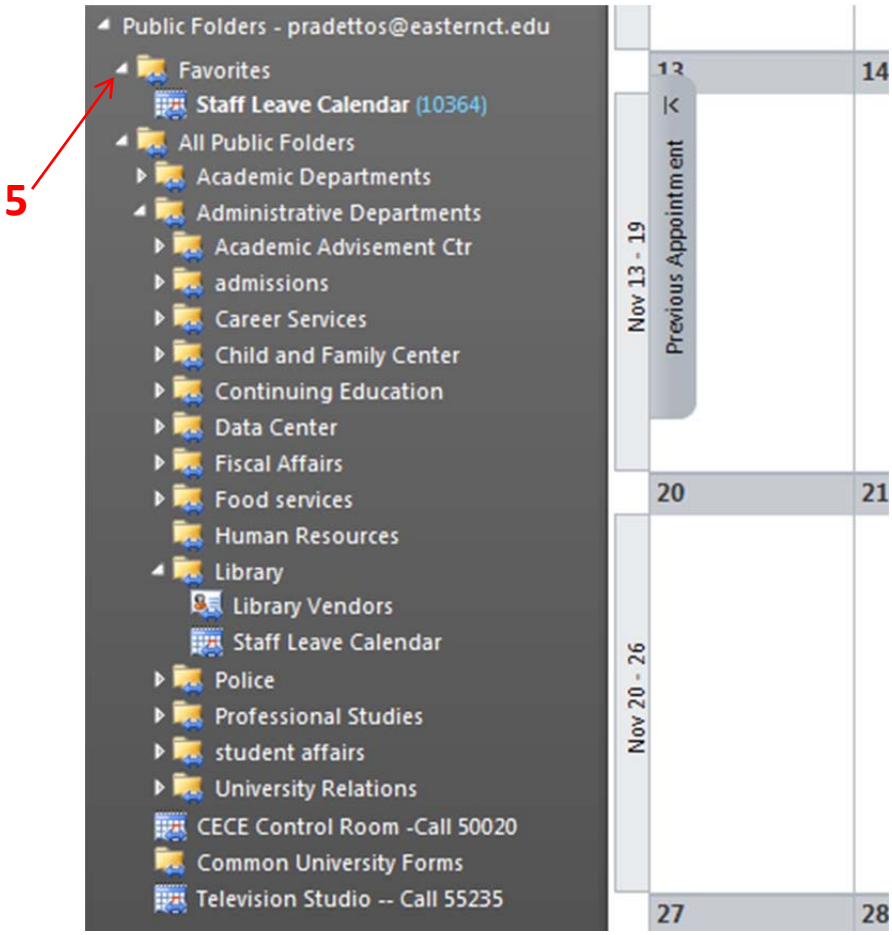
3. Right-click the calendar and select 'add to favorites'.



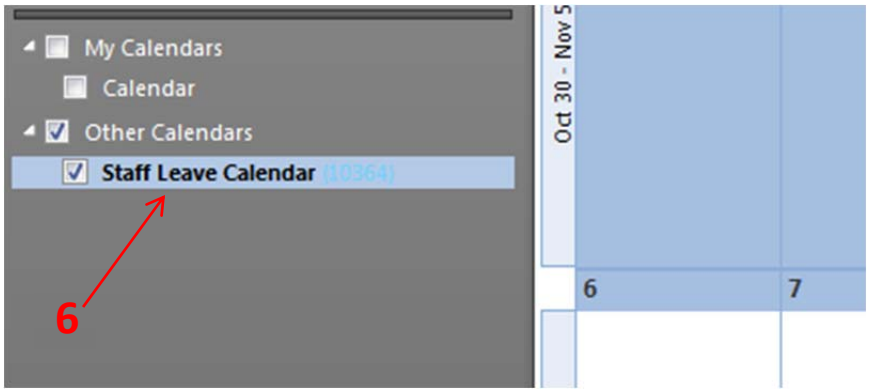
4. In the box that pops up, just click 'Add'.



5. Back at the top of the Public Folders list, there is a 'Favorites' item that can now be expanded. Click the arrow on the left to expand it, and wait for the favorite calendar to refresh. It may take 10 seconds or so.



6. Now, if you click the 'Calendars' tab under the 'Mail' tab at the bottom, you should see the newly added calendar. By default, it appears under the 'Other Calendars' category, but you can click and drag it wherever you want.



Any questions, feel free to contact the ITS Help Desk (x54346) or Silas Pradetto (x50140, pradettos@easternct.edu) directly.