



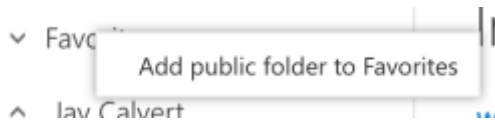
Subscribing to Shared Calendars via Outlook on the Web

You will need to subscribe to the shared calendars in order to see the events

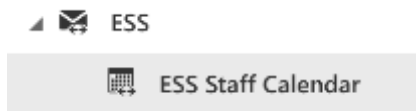
Subscribing to Public Folders

1. Log in to <https://mail.sd46.bc.ca> with your District Username and Password via your web browser (Safari, Chrome, or Firefox)

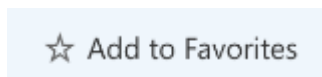
2. Right-click on Favorites, and select 'Add Public Folder to Favorites'



3. From the list of Public Folders that are presented, select the one you want to subscribe to and expand the selection




4. Highlight the calendar you wish to subscribe to and click the Star (Add to Favorites) at the top of the window to subscribe



5. You will see a message display that the calendar has been added to your Favorites

The folder "ESS Staff Calendar" was added to Favorites in Calendar.

6. Repeat steps 3-5 for all calendars that you have permission to access.

7. If you now click the App Launcher icon () in the top left corner and select Calendars, you will now see your subscribed calendars under 'Other Calendars'