Instructions on how to access the shared calendar in Outlook

Please note that we have created a public folder (calendar) for CAWCR seminars. Staff can view the details of upcoming seminars on the outlook calendar, and request seminars on available dates via the CAWCR seminar email - CAWCR_Seminars_Admin@cawcr.gov.au. Note however that you will be unable to edit the calendar. The website listing of seminars at http://www.cawcr.gov.au/events/seminars/collins.php will continue to be updated.

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How to use
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To gain access to this calendar, simply click on the Folder List TAB from within OUTLOOK -->

This will then bring up the “Public Folders” area within OUTLOOK. Simply follow the below navigation path to get to your shared area.

- Public Folders
  - Favorites
  - All Public Folders
    - Active Subscriber
      - Delita EMW Recycle Bin
    - BMT - Bureau of Meteorology Training Centre
    - CAWCR
      - Administration
      - CAWCR_SEMINARS
        - CAWCR_Seminars_Calendar

Right click to add to Favourites so that it appears under your Calendar TAB.

Regards,
CAWCR seminar coordinators.

15/07/11