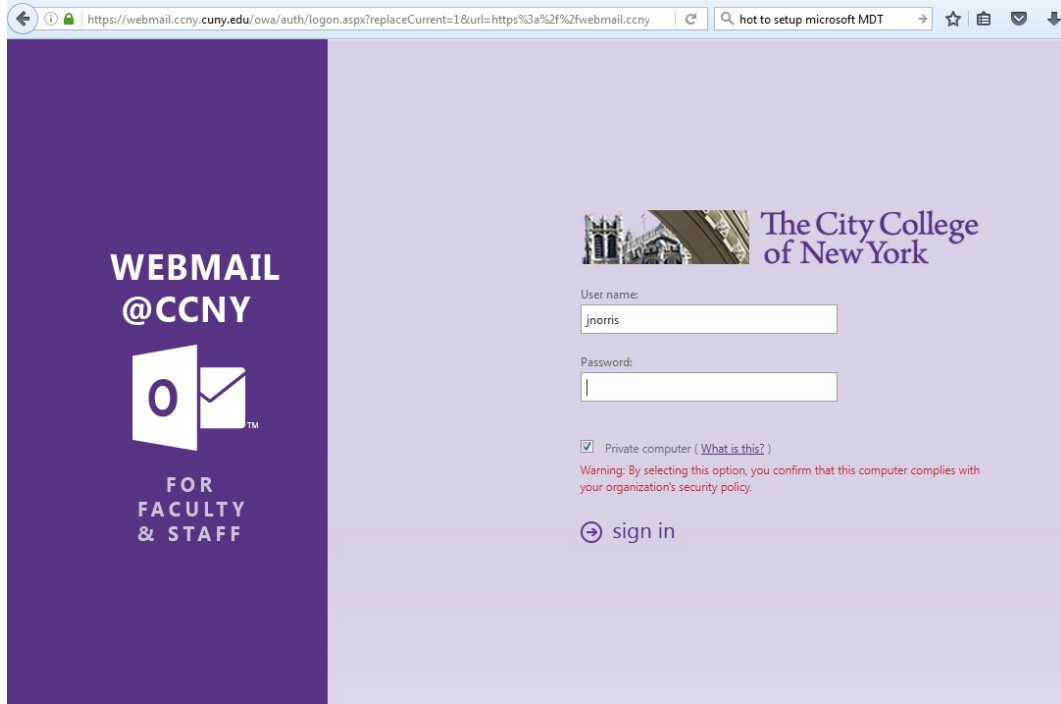
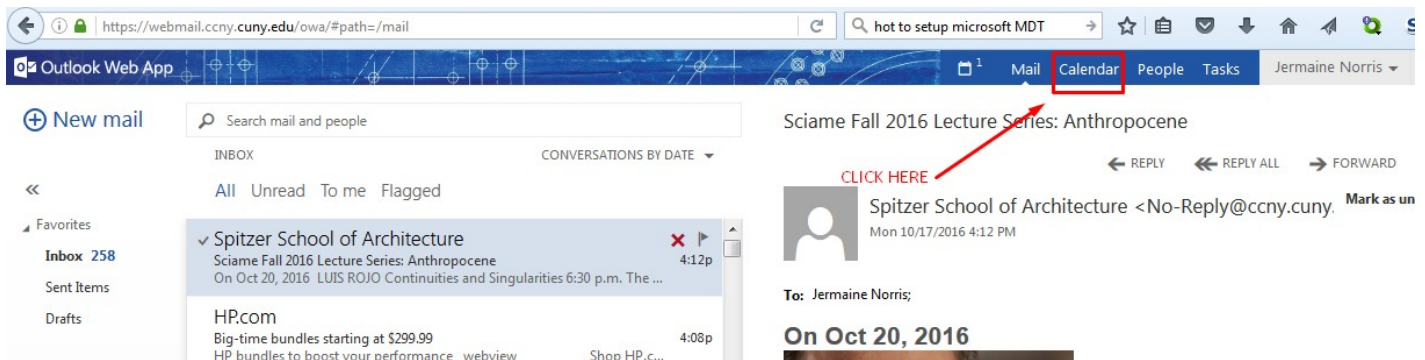


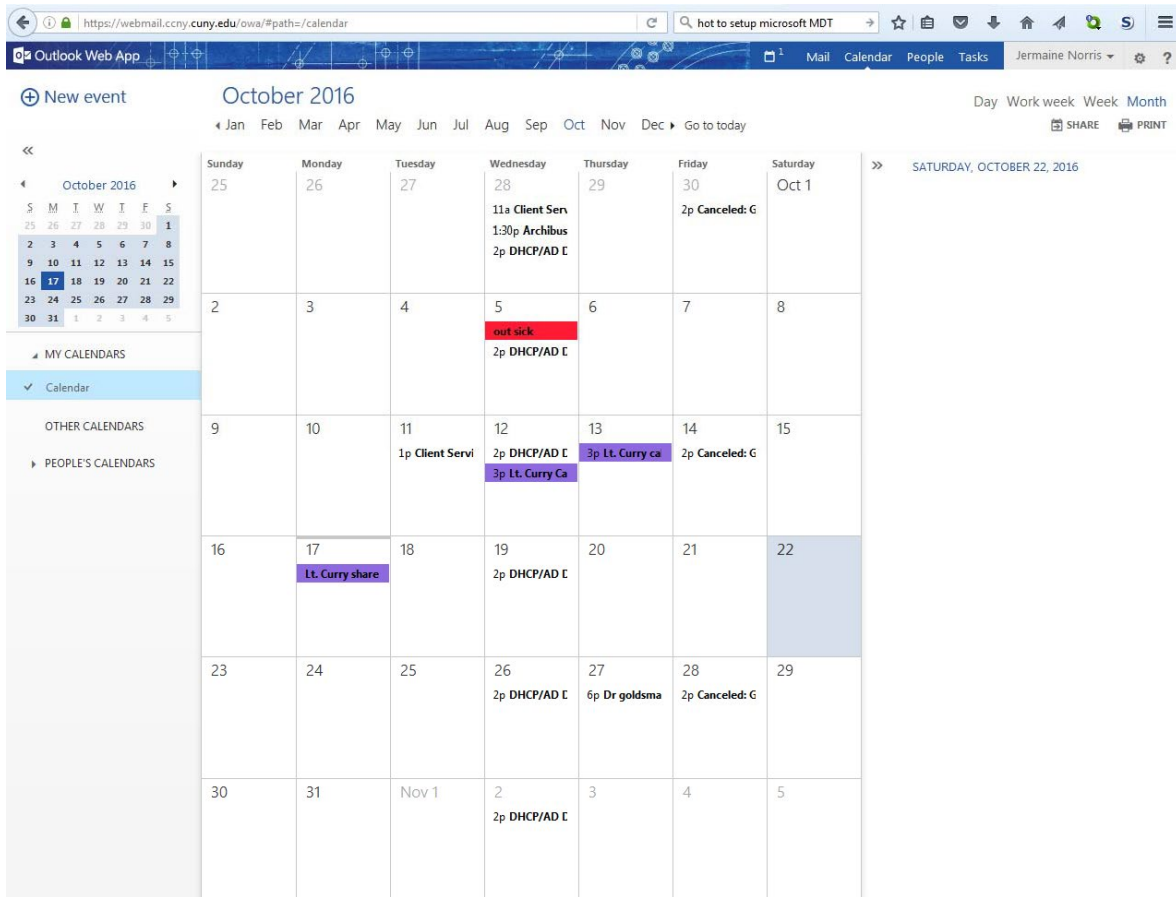
Adding a Shared Calendar to Webmail Account

1. Log into your webmail account. Your webmail account will either be configured in the Outlook program on your computer or you can access it online by going to <https://webmail.cuny.cuny.edu>

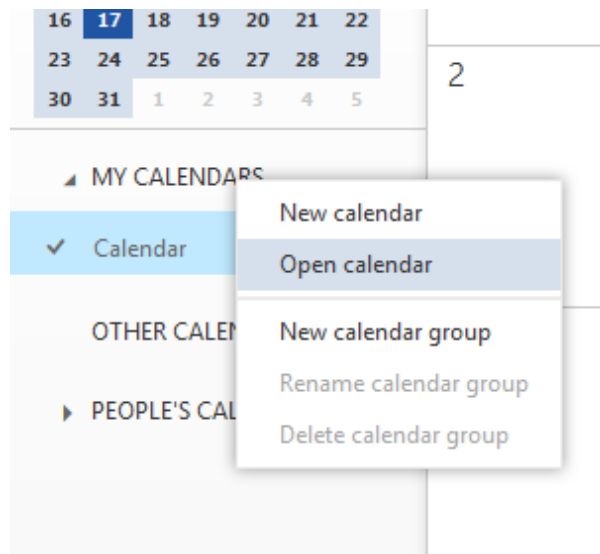


2. In the upper right area of your screen you will see options for your email account. Click on “Calendar” to switch to the calendar view. Your screen will refresh to the Calendar view as seen in the second figure below:

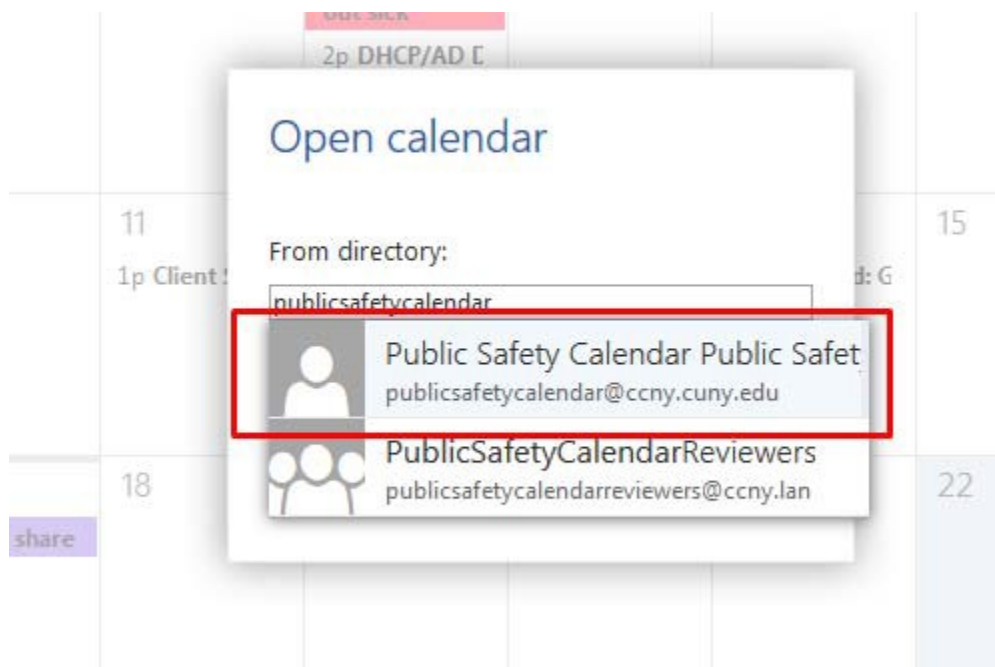




3. To open a shared Calendar, right-click on “MY CALENDARS” and left-click on “Open calendar”.



4. In the space below "From Directory", type in the name of the calendar you wish to open. The name of the Calendar you are adding is: publicsafetycalendar. If the suggestion does not automatically popup to show like the following figure, click on search directory to force it. Click on the entry that matches the name of the calendar.

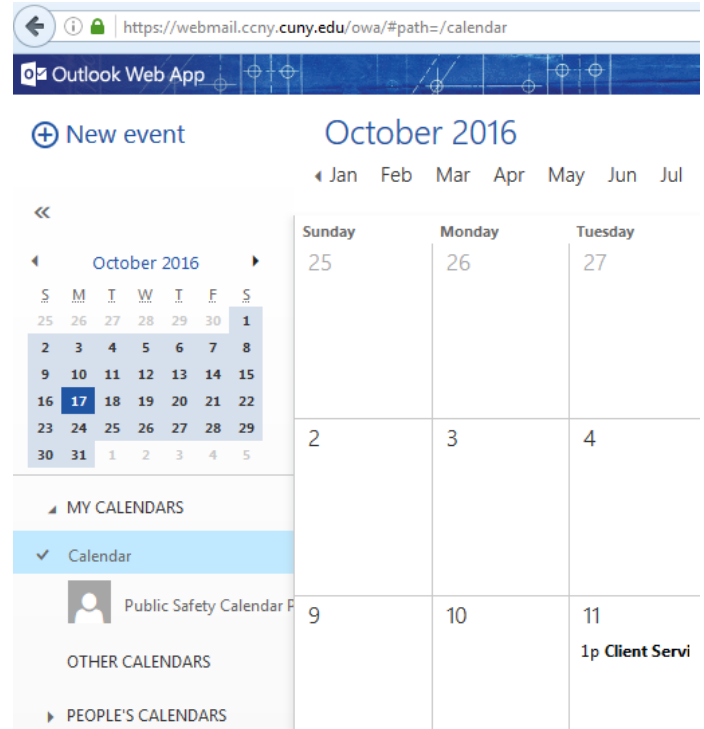
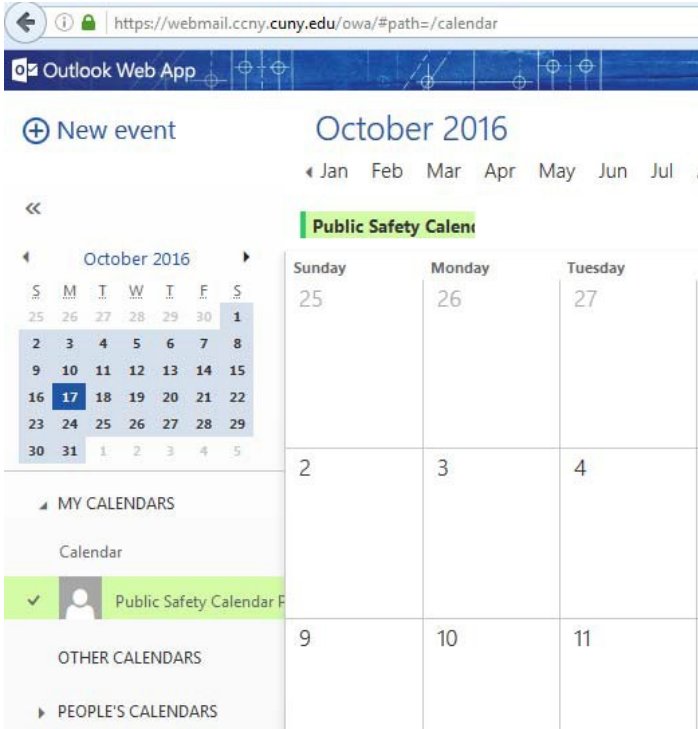


- You will now have the publicsafetycalendar available to you on your email account. You will notice the calendar on the left column of your window underneath your our calendar with a check mark next to it.

The screenshot displays an email calendar interface for October 2016. On the left, a sidebar lists 'MY CALENDARS' with 'Calendar' and 'Public Safety Calendar' checked. Below this are 'OTHER CALENDARS' and 'PEOPLE'S CALENDARS'. The main calendar grid shows the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28 11a Client Serv 1:30p Archibus 2p DHCP/AD E	29	30 2p Canceled: G	Oct 1
2	3	4	5 out sick 2p DHCP/AD E	6	7	8
9	10	11 1p Client Servi	12 2p DHCP/AD E 3p Lt. Curry Ca	13 3p Lt. Curry ca	14 2p Canceled: G	15

- You can change your view settings if managing multiple calendars becomes too difficult. Simply uncheck the Calendar you don't want to see and its contents will be removed from the view. This does not delete any information, just hides all the info from a calendar from view. Refer to the following 2 figures for an examples of this.



- With calendars that hold a large amount of events, it may become necessary to change your view settings in order to better view the events of a particular day. In the upper right corner of the calendar view, there are options for Day, Work Week, Week, and Month. You can freely change these view settings to the contents of your calendar more easily.
- When you click on a particular day, all of the event for that day are also listed vertically on the right side of the calendar. You can double-click an event to see all the details of that event.
- When making events, please make sure to make sure the calendar you want to make the event on is the active calendar. It is easiest to do this by unchecking any other calendars you have so there is only one active calendar.