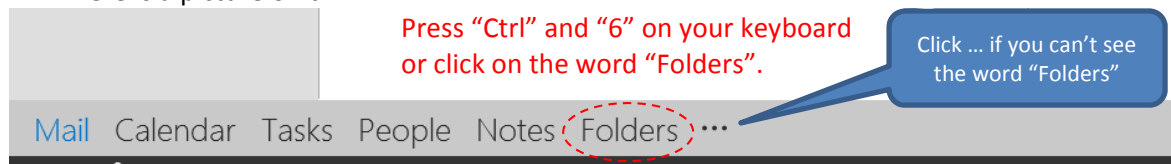
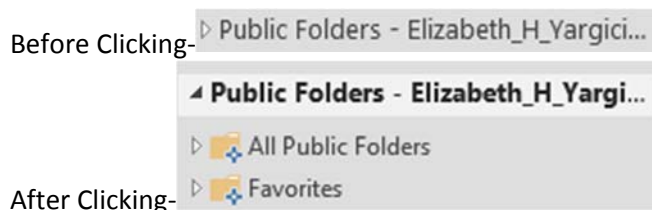


## HOW TO ACCESS THE BLAKE SHARED CALENDAR:

1. **Open up Outlook and login.**
2. **Hit “Ctrl-6”** on your keyboard to place Outlook in the “Folder List” view mode or click the Folders button located at the bottom left of Outlook’s main window (click the ... if the word “folder” isn’t already visible and choose “folder” from the menu that pops up)  
Here is a picture of it...



3. Next, **click once on the small triangle to the LEFT of “Public Folders”** located at the middle-left of your Outlook screen. It should point down and you should see “Favorites” and “All Public Folders” once you have clicked on it. See below:



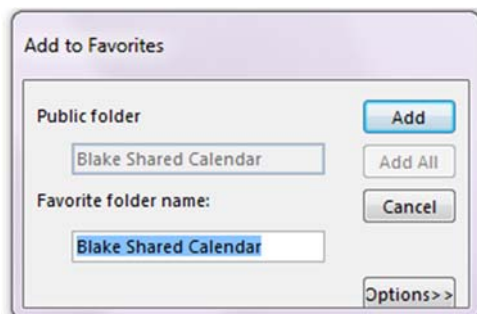
4. Click on the same triangle next to **“All Public Folders”** click once on the small triangle to the LEFT of “All Public Folders” and you will see **“Conferences”**
5. Do the same thing again with **“Conferences”** click once on the small triangle to the LEFT of “Conferences” and you will see **“School Folders”**
6. Do the same thing again with **“School Folders”** click once on the small triangle to the LEFT of “School Folders” and you will see **“James Hubert Blake HS”**

**NOTE: If you don’t see “James Hubert Blake HS” please let Mr. Berry and/or Tim Hall know and you will be given access.**

7. Do the same thing again with **“James Hubert Blake HS”** click once on the small triangle to the LEFT of “James Hubert Blake HS” and you will see one folder (Blake Announcements) and two calendars: **“Blake Shared Calendar”** and “College Prep Literacy Committee”
8. Click **once** with your **RIGHT MOUSE BUTTON** on the **“Blake Shared Calendar”** and select **“Add to Favorites”** from the menu that appears.

See Image @ end of this document labeled **Finding the Blake Shared Calendar** for an image of steps 4-8.

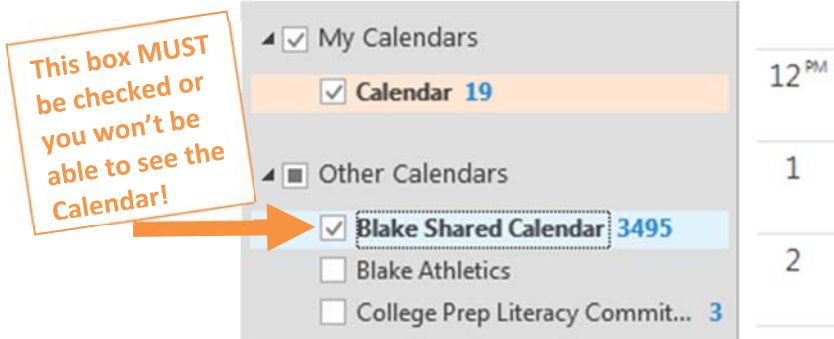
9. Another menu will pop up, Click **“Add”**.



10. (While you are here, might I recommend that you also **RIGHT CLICK** on the **“James Hubert Blake HS”** folder and select **“Add to Favorites”** from the menu that appears, and then click **“Add”** from the Pop up menu (as in steps 8 & 9 above) (You can even do this for the Blake Announcements!)
11. Lastly, When you are complete, click the “Calendar” button at the bottom left of Outlook’s main screen to return to the default view for Calendars.

## HOW TO ACCESS THE BLAKE SHARED CALENDAR:

12. You should now see a “My Calendar” calendar (*this is your personal Outlook calendar, make sure the boxes to the left of the titles are checked so that you can view your own person Outlook Calendar*) Underneath that you should see an “Other Calendars” category. Click in the box to the left of “Other Calendars” to add a checkmark to the other calendars box. If there is NOT a checkmark next to the “Blake Shared Calendar”, please LEFT click in the box to check the “Blake Shared Calendar”.



13. Now you should be able to view Blake’s Calendar to keep informed on events and happenings.

Anytime you want to view Blake’s Calendar, all you have to do is select the “Calendar” view from Outlook, and it should automatically pop up side by side your own personal Outlook Calendar. If you are having trouble with this, PLEASE don’t hesitate to contact me (Elizabeth Yargici) and I am happy to come and help you!

### Image: Finding the Blake Shared Calendar (Step 4, 5, 6, 7, 8)

