



ACCESSING “SW SCHEDULE AVAILABILITY” CALENDAR

To access the shared calendar:

- 1) Within Outlook on the bottom left where you have the icon for mail, calendar, contacts etc., click on the ellipses and choose “Folders”.
- 2) Scroll down to the bottom of your folder list and click the little triangle to the left of “Public Folders” to expand the tree.
- 3) Click on the triangle to expand “All Public Folders”
- 4) Click on the triangle to expand “Bakersfield College”
- 5) Click on the triangle to expand “Southwest Campus”
- 6) Click on the “SW Schedule Availability” then right-click and choose “Add to Favorites”

Now when you go to your calendar in Outlook, you will see this calendar under “Other Calendars” (you may have to click on the little triangle next to Other Calendars” to see it).