

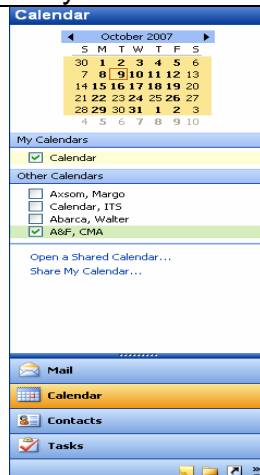
How Access Your Department's Calendar

California Maritime Academy Department of Information Technology

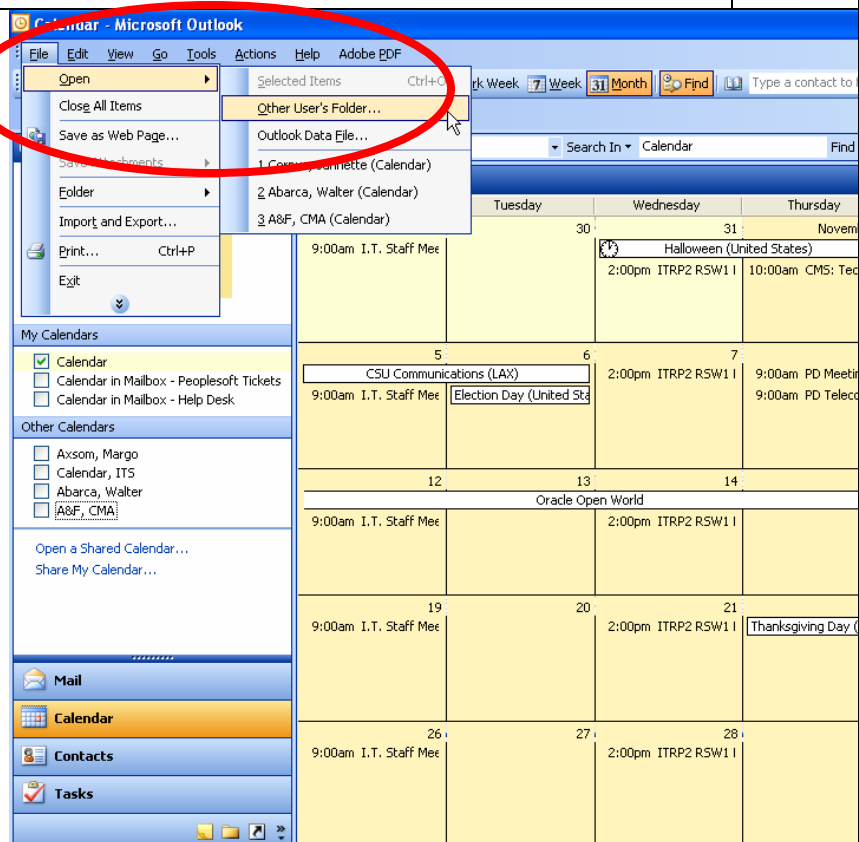
Note: The following instructions use the Administration and Finance Department's calendar as an example. Please substitute the name of the departmental calendar you wish to access.

1. Open the Microsoft Outlook client on your desktop computer (do not use the web browser version to access your email through the Internet.)

2. Click on **Calendar**



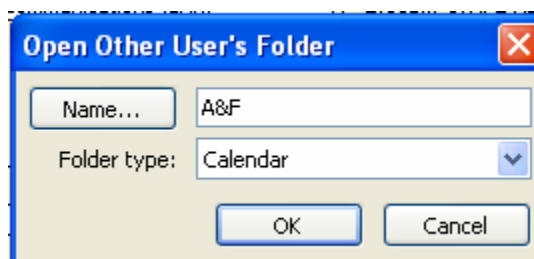
3. From the Toolbar select **File->Open->Other User's Folder**



4. Open Other User's Folder box will appear:

Name: **A&F**
Folder Type:
Calendar

Then click **OK**

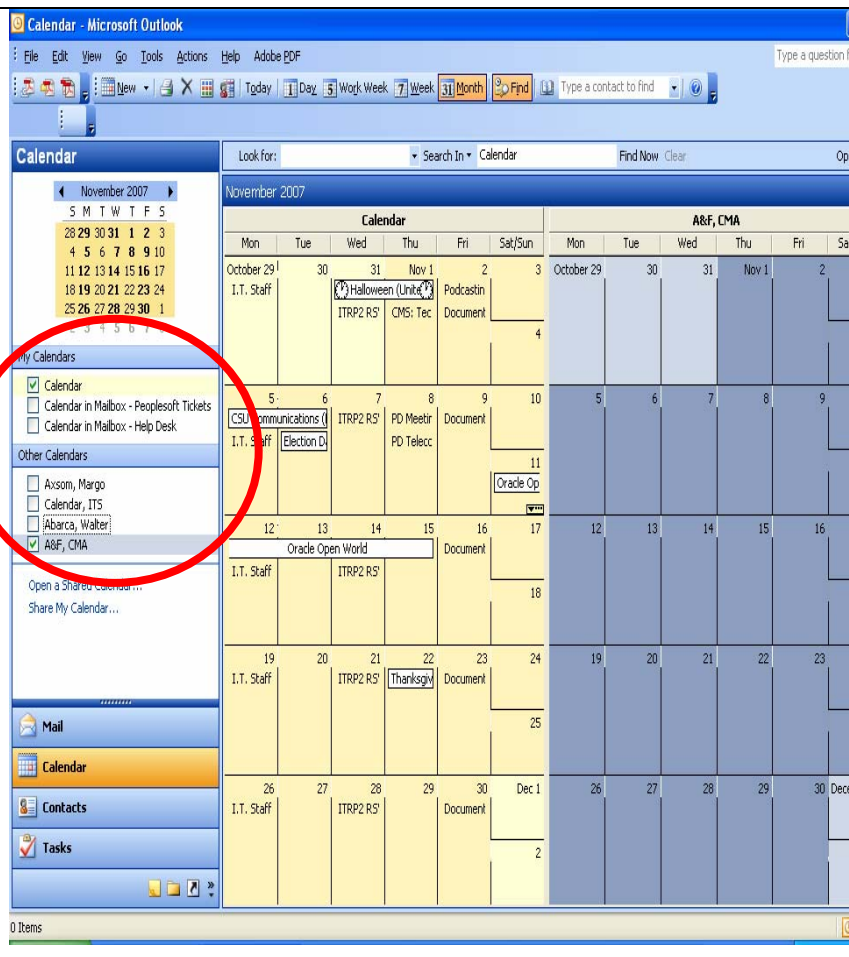


You will notice two calendars displayed. Your calendar and the A&F calendar.

The A&F, CMA calendar appears under **Other Calendars**.

To view calendar(s) check the box next to the calendar you want displayed.

To clear the calendar, uncheck the box and the calendar(s) will not be displayed.



If you have questions regarding this process, please contact the Help Desk at 707-654-1048 or send email to helpdesk@csu.edu.