

## How to view the UBCLaw Away-Flex calendar

### *IN OUTLOOK:*

Here is how to view the UBCLaw Away-Flex calendar in Outlook:

1. On the main Outlook screen, click on the yellow “Folder List” icon (should be on the lower left below your Mailbox, Calendar, etc and is usually sandwiched between the Notes and Shortcuts icons). Or use the “Go” menu and select “Folder List”.
2. Scroll down (or up) until you see “Public Folders”.
3. Click the ‘+’ sign to expand “Public Folders” (if not already expanded).
4. Click the ‘+’ sign to expand “All Public Folders” (if not already expanded).
5. Scroll down until you see the “Law” folder.
6. Click on the ‘+’ sign to expand the “Law” folder.
7. Click on the “Law Away-Flex Calendar” to view it.
8. If you wish to see the “Law Away-Flex Calendar” in your “Other Calendars” so that you can view it next to your own calendar, right-click the “Law Away-Flex Calendar” and select “Add to Favorites” and click the “Add” button. The next time you go to your calendar, you will see the “Law Away-Flex Calendar” in your “Other Calendars”.
9. If you deliberately (or accidentally) remove the “Law Away-Flex Calendar” from your “Other Calendars”, you can add it back by doing the following. Go to your “Folder List”, find “Public Folders” and expand it if necessary. You should see a subfolder called “Favorites”. Expand “Favorites” and you should see the “Law Away-Flex Calendar”. Right-click it and select “Add to Other Calendars”.

### *IN OUTLOOK WEBACCESS (Internet Explorer):*

Here is how to view the UBCLaw Away-Flex calendar in Outlook Webaccess using **Internet Explorer** (premium mode of operation):

1. In Outlook Webaccess, click on “Public Folders” icon (should be on the lower left below your Mailbox, Calendar, etc).
2. A new window will pop up with “Public Folders” expanded.
3. Scroll down until you see the “Law” folder.
4. Click on the ‘+’ sign to expand the “Law” folder.
5. Click on the “Law Away-Flex Calendar” to view it.

### *IN OUTLOOK WEBACCESS (Other web browsers):*

Here is how to view the UBCLaw Away-Flex calendar in Outlook Webaccess using **other web browsers, e.g. Firefox, Safari, etc.** (basic mode of operation):

1. In Outlook Webaccess, click on “Public Folders” icon (should be on the lower left below your Mailbox, Calendar, etc).
2. You will see a list of folders.
3. Scroll down until you see the “Law” folder.
4. Click on the word “Law” (it is a link to the contents of the “Law” folder).
5. Click on the title “Law Away-Flex Calendar” at the top of the screen to view the calendar (it is a link to the calendar).

