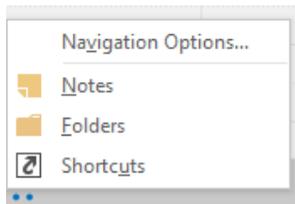


## Easily Viewing Other Calendars in Public Folders

If I want to check and see who else is off in MIS I can find the Schedule Calendar in Public Folders but it is easier if I can just click on it and view it side-by-side in my regular calendar view. How do I set that up?



1. Find the calendar you want to view in the list of public folders using the folder view.
2. Right click on it and select Add to Favorites
3. You will see it listed and then click Add.
4. Now when you are in your regular calendar view you can select the new calendar and you can view it side-by-side with your regular calendar. It will be part of the category Other Calendars.

