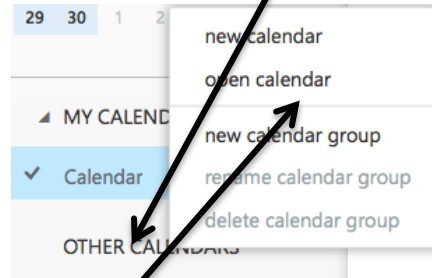


Viewing a Public Calendar

1. Log in to Office 365 (www.login.microsoftonline.com).
2. Click on **Calendar**.

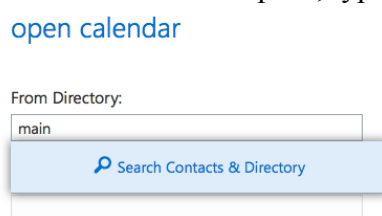


3. On the left side of your screen, locate '**Other Calendars**' and right-click (control-click on a Mac)

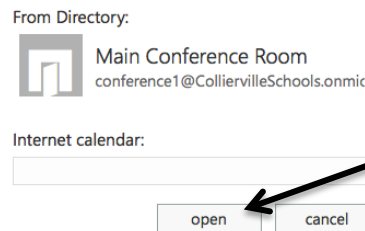


then click '**open calendar**'.

4. In the window that opens, type **main**, then click '**Search Contacts & Directory**'



5. In the next window, when you see Main Conference Room click '**open**'



6. You will now be able to see your calendar and the main conference room calendar. If you would like to change the color of either one, right-click (control-click on a Mac) on the calendar you want to change, and select '**color**' then click on the color of your choice.

