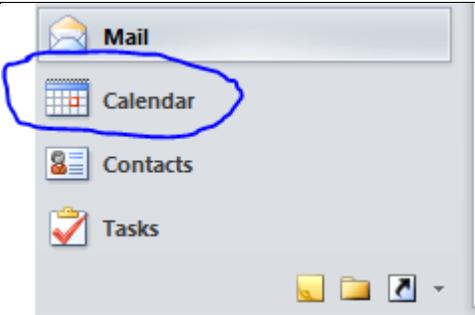
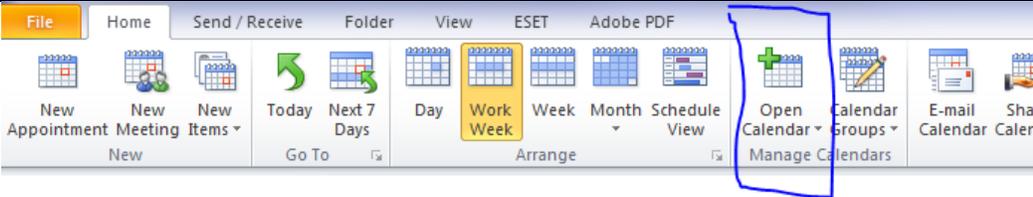
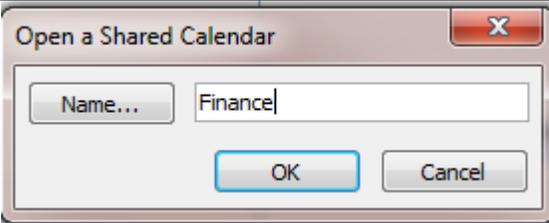


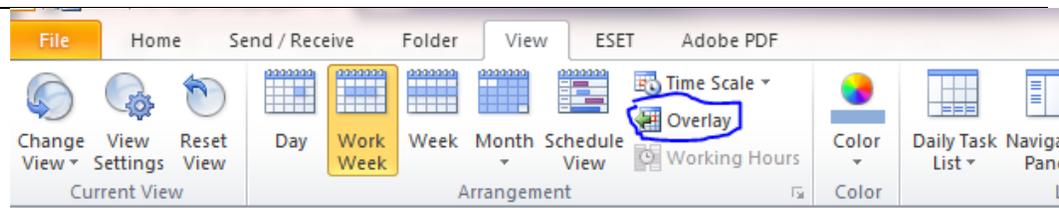
# Accessing the Finance Public Calendar

The Finance Calendar is a publicly shared calendar used for various Finance related deadlines and reminders. The following steps will guide you to viewing the Finance calendar using Outlook (Note: screenshots are Outlook 2010. Other versions of Outlook may be slightly different)

Steps/Instructions	Screen Capture
Navigate to your Outlook Calendar	
In the “Manage Calendars” section of the toolbar click on “Open Calendar” and then click “Open Shared Calendar”	
After Name type “Finance”	

It should now show up in the “Shared Calendars” section of Outlook. The new calendar may default to a new tab. If you prefer to view this calendar in the same tab as your own you can use the “overlay” feature:

View>Overlay



## TROUBLESHOOTING:

**Finance Name not valid** - If you type in Finance as the name it may default to your Personal Contacts List. Click "Show More Names", click the drop down for "Global Address List" and be sure that "Finance" is part of your Global Address List.

If Finance is not in the Global Address List:

- Click on the Send/Receive Tab
- Click on Send/Receive Groups
- Click on Download Address Book
- Select \Global Address List
- Click OK