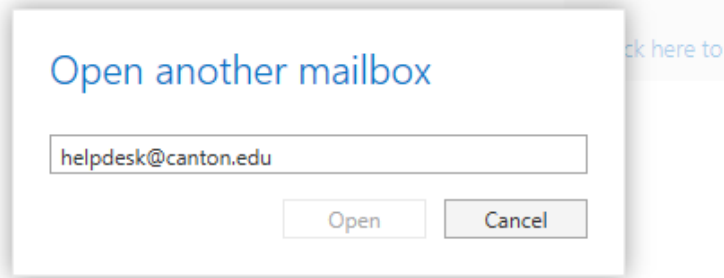
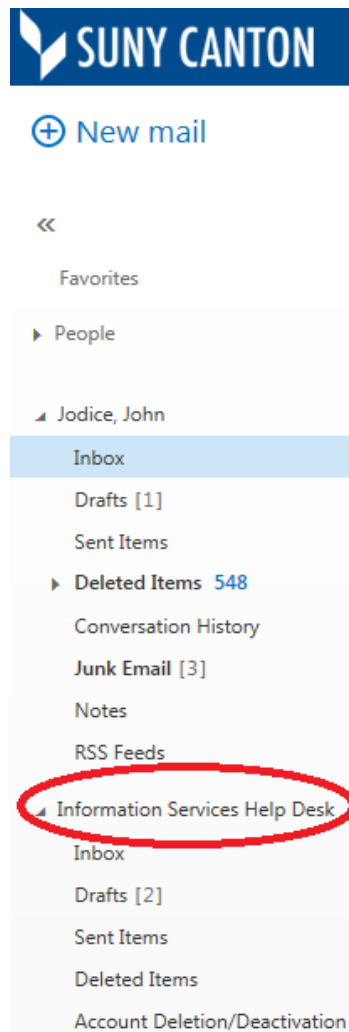




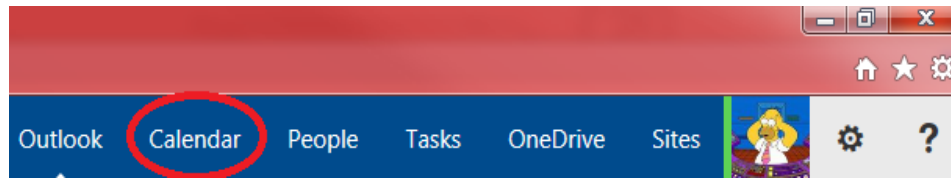
3) Type the name of the desired shared email account (see example) in the dialog box. Click on open.



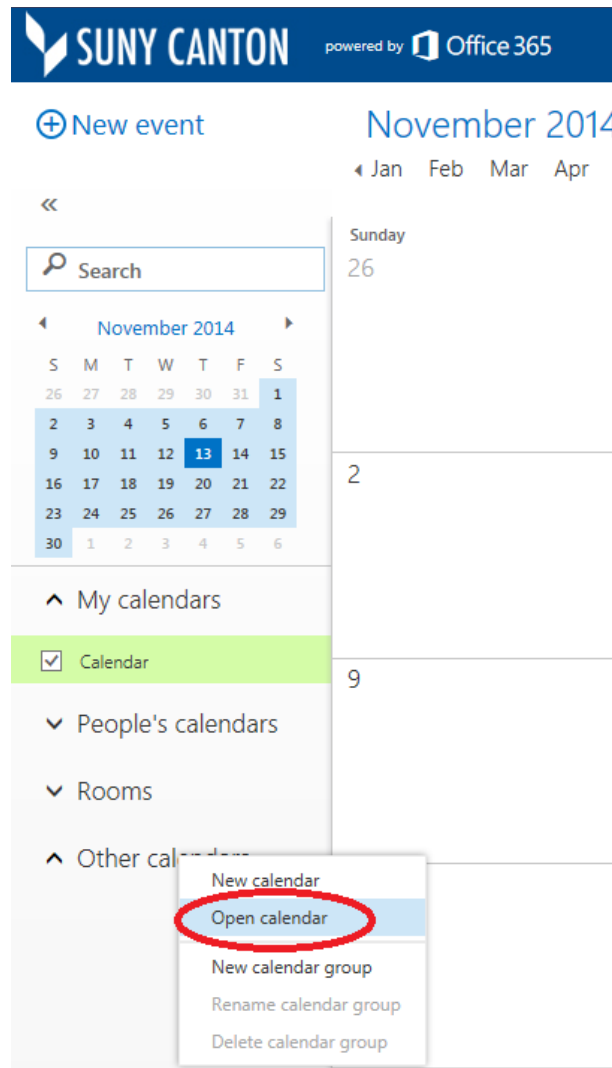
4) This email account will now show up under the primary account (shown here).



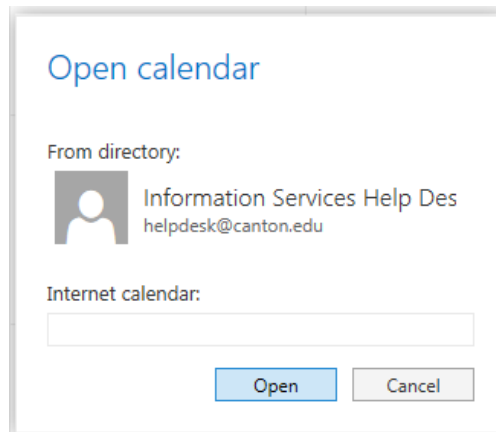
- 5) If there is an associated shared Calendar, it can be added by first clicking on Calendar on the top right of the page.



- 6) Next, locate "Other Calendars" on the bottom left of the screen. Right-click this to see "Open Calendar" and select it.




- 7) In the window that opens, type in the shared email address again in the field labeled "From Directory."  
**When complete, make sure to click the "Search" button.** Click on "Open"



Open calendar

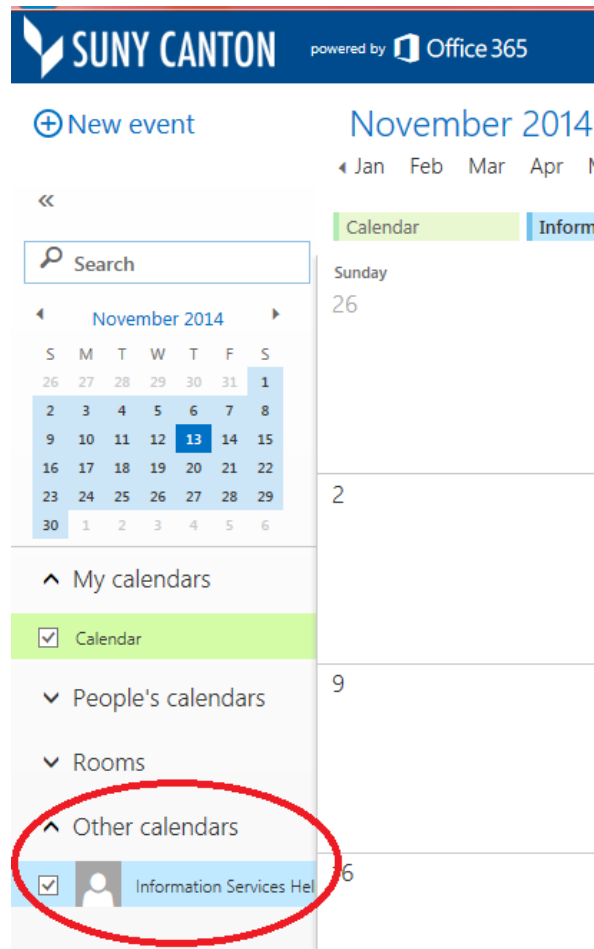
From directory:

 Information Services Help Des  
helpdesk@canton.edu

Internet calendar:

Open Cancel

- 8) The appropriate calendar will be visibly listed under "Other Calendars." Check the box that is next to the calendar to activate it.



SUNY CANTON powered by Office 365

+ New event November 2014

◀ Jan Feb Mar Apr ▶


Calendar Inform

Search

November 2014

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

^ My calendars

- Calendar
- ^ People's calendars
- ^ Rooms
- ^ Other calendars
  -  Information Services Hel