🕒 🛞 🧭 https://fic.canten.edu/tell//l/Trazzwisjonid_D&outrealmzumsfederations/MicrosoftOrtine D + C 👩 524	N Canton Federated Lo X	- • •ו
	SUN Y CANTON SUNY Canton Federated Login Service	
	Type your NetD and passeerd. NetD: Passwerd: Sign In	

1) Sign into SUNY Canton Webmail using SUNY Canton issued NetID & Password

2) Once signed in, select your Avatar on the top right of the screen and click on "Open another mailbox."

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Outlook	Calendar	People	Tasks	OneDrive	Sites	ø	?
		Change	Jodice, Jo jodic100@ca	hn nton.edu			
	11.	Available					
		Busy					
	=	Do not dis	turb				
		Be right ba	ack				
		Appear aw	vay				
	Si	gn out of Il	N				
ect an item to read.	A	bout me					
select the first item when I sig	n in. O	pen anothe	er mailbox.				
	Si	gn our	_				

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

Open anothe	ck here to		
helpdesk@canton.ed	u		
	Open	Cancel	

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

SUNY CANTON
⊕ New mail
«
Favorites
▶ People
🔺 Jodice, John
Inbox
Drafts [1]
Sent Items
Deleted Items 548
Conversation History
Junk Email [3]
Notes
RSS Feeds
Information Services Help Desk
Inbox
Drafts [2]
Sent Items
Deleted Items
Account Deletion/Deactivation

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

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Outlook	Calendar	People	Tasks	OneDrive	Sites	ø	?

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

SUNY CANTO	powered by 🧊 Office 365
⊕ New event	November 2014
«	Sunday
P Search	26
 November 2014 	•
SMTWTF	S
26 27 28 29 30 31	1
2 3 4 5 6 7	8
9 10 11 12 13 14 1	5 2
16 17 18 19 20 21 2	22 2
23 24 25 26 27 28 2	9
30 1 2 3 4 5	b
▲ My calendars	
✓ Calendar	0
✓ People's calendars	5
✓ Rooms	
∧ Other cal New cal	endar
Open ca	licitual
New cal	endar group
Rename	calendar group
Delete o	alendar group

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									owered by	1 Of	fice 36	5	
⊕ New event									No ∢ Jan	vem _{Feb}	ber _{Mar}	201 Apr	4 1
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	ρ	Sea	arch						Sunday				
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	26	27	28	29	30	31	1						
	2	3	4	5	6	7	8						
	9	10	11	12	20	14	22						
	23	24	25	26	27	28	29		2				
	30	1	2	з	4	5	6						
	▲ My calendars												
	✓	Cale	endai	r									
	~	Peo	ople	e's c	ale	nda	rs		9				
	~	Ro	om	s									
1	^	Otl	her	cale	enda	ars							
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