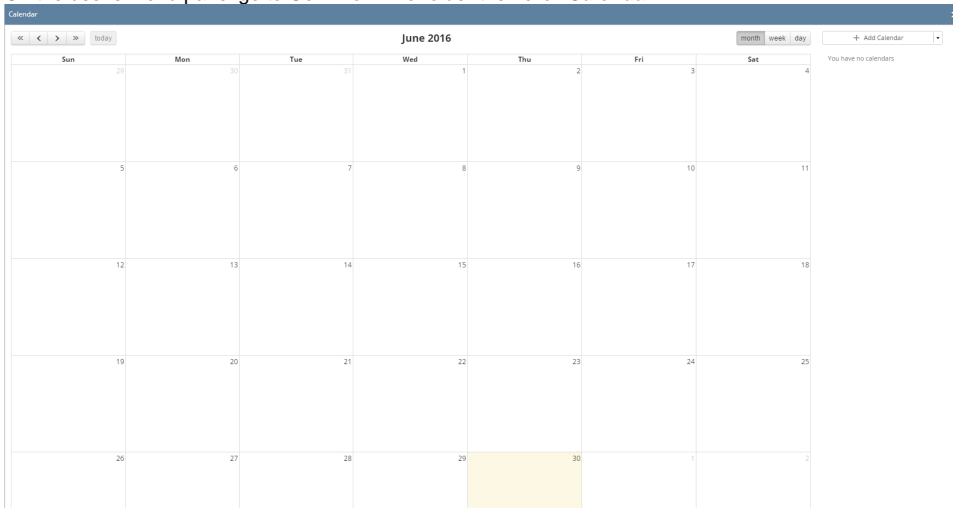
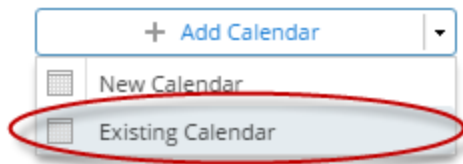


How to Add Existing Public Calendars

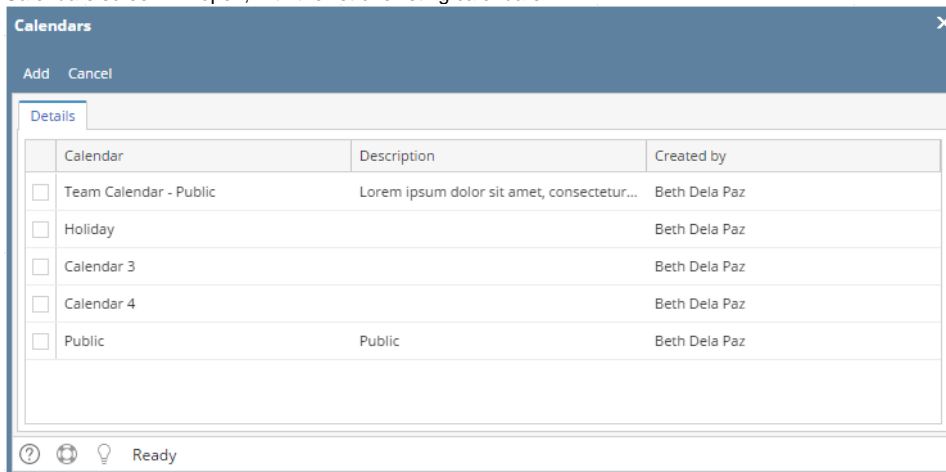
1. On the user's menu panel go to **Common Info** folder then click **Calendar**



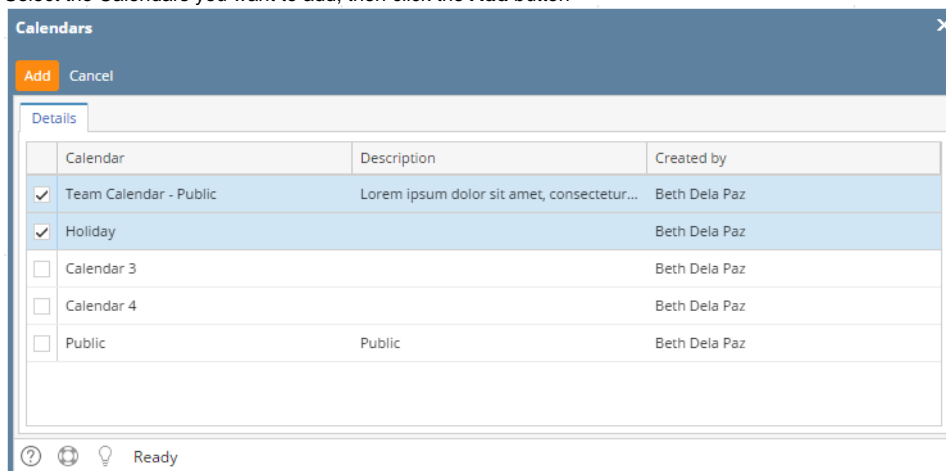
2. Click the drop down button on the **Add Calendar** button, then select **Existing Calendar**



Calendars screen will open, with the list of existing calendars



3. Select the Calendars you want to add, then click the **Add** button



Selected Calendars will be added to the user's list of Calendars, along with it's respective events.

Calendar

<

>

today

June 2016

month

week

day

+ Add Calendar

Team Calendar - P...

Holiday

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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