How to Add Existing Public Calendars

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

1001							
« < > » today Jun					month week day	+ Add Calendar	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	You have no calendars
			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			

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



lend	ars		
bb	Cancel		
Detail	Is		
(Calendar	Description	Created by
	Team Calendar - Public	Lorem ipsum dolor sit amet, consectetur	Beth Dela Paz
	Holiday		Beth Dela Paz
	Calendar 3		Beth Dela Paz
	Calendar 4		Beth Dela Paz
	Public	Public	Beth Dela Paz

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

	Calendars						
	Add	Cancel					
	Det	ails					
I		Calendar	Description	Created by			
I	~	Team Calendar - Public	Lorem ipsum dolor sit amet, consectetur	Beth Dela Paz			
I	~	Holiday		Beth Dela Paz			
l		Calendar 3		Beth Dela Paz			
I		Calendar 4		Beth Dela Paz			
I		Public	Public	Beth Dela Paz			
I							
I							
	⑦ ۞ ♀ Ready						

ected Calenda	rs will be add	led to the use	er's list of Calend	dars, along w	ith it's respe	ctive events.
> >> today			June 2016		mor	th week day + Add Calendar
Sun	Mon	Tue	Wed The	Fr D	i S	at 🖉 Team Calendar - Pu
			1	2	د	Holiday
5	6	7 12a holiday	8	9	10	11
12	13	14	15	16	17	18
			22a Test Dorn			
19	20	21 StarTest 1	22	23 12a holiday 3	24	25
26	27	28	29	30		