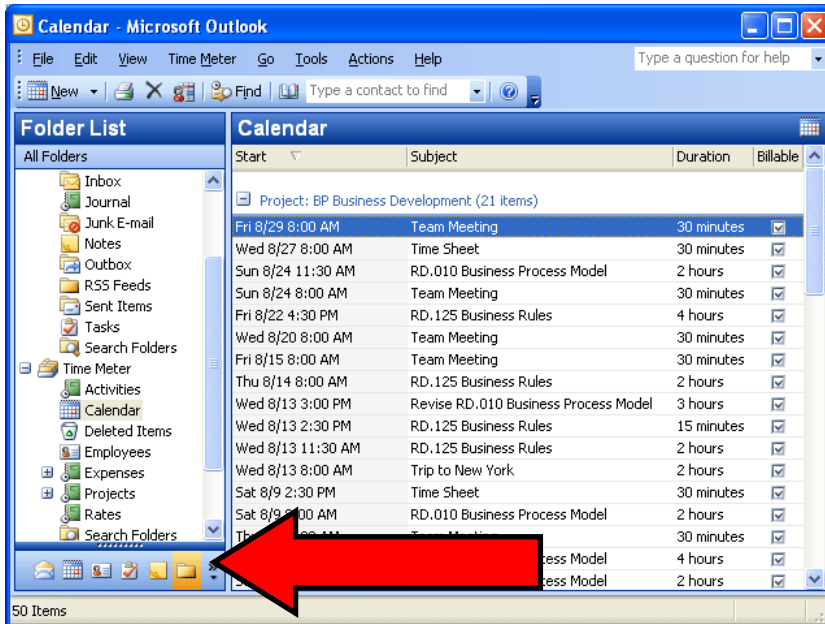


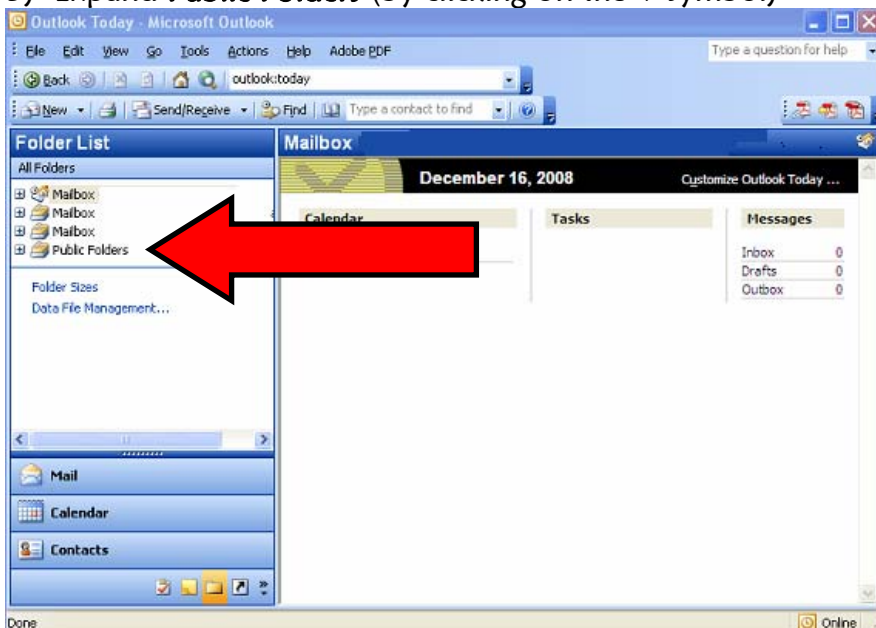
To access Provost Master Calendar:

- 1) While in your Inbox, click on the **Folder List** icon at the bottom of the left-hand column



- 2) Scroll down to the bottom of the Folder List

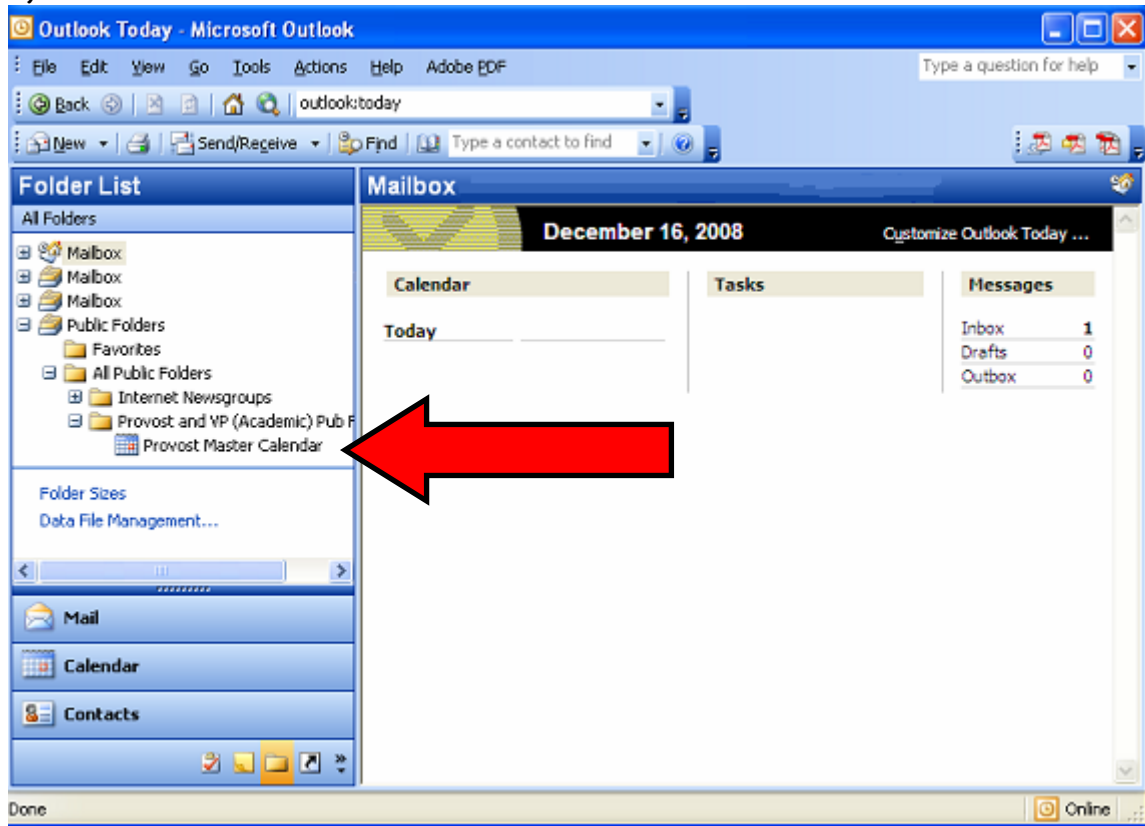
- 3) Expand **Public Folders** (by clicking on the + symbol)



- 4) Expand **All Public Folders**

- 5) Expand **Provost and VP (Academic) Pub Folder**

6) Click on **Provost Master Calendar**



7) Calendar tab will appear at the bottom of screen