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