# **Accessing GSE Calendars in Public Folders** via Outlook Web Access (OWA)

Go to <u>https://exchowa.buffalo.edu/owa/</u>. Login with "ad\<UBITname>" (without quotes and using your UBIT name) and your UBIT password, fill in the re-Captcha and click the "sign in" button.

The following procedure to add the calendars to your "Favorites" will only have to be done once. After that you will simply login to OWA and click the "Calendar" link to see all the Calendars.

From the main OWA screen right-click on "Favorites" in the top, left corner, then click on "Add public folder to Favorites:

INBOX ITEMS BY DATE 👻	Outlook Web App				Mail Calendar People	Tasks Tinsm	on, Michael 🚽	ø
Air Grread To me Flagged         Favoriti Lobel to Favoritis Unacher, Howard 10:158         Add public folder to Favoritis Unacher, Howard 10:158         Sent Remo         VESTERDAY         Trissmon, Michael         Drafts         Sent Remo         Sent Remo         VESTERDAY         Trissmon, Michael         Drafts         Sent Remo         Sent Remo         Vestersday         Sent Remo         Sent Remo         Drafts         Sent Remo         Sent Remo         Holes         Drafts         Sent Remo         Beledel Rems 1         Conversation History         Jank E-mail         Jank E-mail         Res Deplaying free/busy data from a public folder 1         Monegy         RSS Feeds         UBIT Help Center         Print Manager Pilus 20.42.937 Update Released. 7/29/2016         THE WERS AGO         UBIT Help Center         VBIT Help Center         UBIT Help Center         VBIT Help Center         VBIT Help Center         VBIT Help Center         VBIT Help Center	New mail							
Add public folder to Further unacher, Howard   Inbox vSIERDA*   Timmon, Michael Hayes, Käthleen RE fmail Received (Refiltk00066178) [ES - DMCS]   Inbox Vednesday   Drafts Vednesday   Sent Items Holland, Megan RE atlas ti   Deleted Items 1 Vednesday   Conversation History LASTWEEK   Junk E-mail Delaros, Adalberto RE Displaying free/busy data from a public folder 1   Notes [13] Two WEEKS AGO   UBIT Help Center 7/29/2016   Timete WEESS AGO 7/29/2016   UBIT Help Center 7/29/2016   Timete WEESS AGO 7/29/2016			TE 🔻					
VESTERDA/           Tinsmon, Michael         Hayes, Kathleen RE: Email Received (Refilke00066178) [ES - DMCS]         Thu 10:17a           Inbox         Wednesday         Wednesday           Drafts         Wednesday         Sent Items           Drafts         Holland, Megan RE: atiss tis         Wed 9:25a           Drafts         LAST WEEK         Select an item to read.           Junk E-mail         Delarosa, Adalberto RE: Displaying free/busy data from a public folder I Mon 8/1         Select an item to read.           Notes [13]         Two WEEKS AGO         Traft Help Center Some Umail messages may have been lost         7/29/2016           Print Manager Print Manager Plus 9.0.42.937 Update Released.         7/27/2016         THREE WEEKS AGO           UBIT Help Center         THREE WEEKS AGO         T/27/2016           UBIT Help Center         THREE WEEKS AGO         T/27/2016	Inbox	to Favorites in nacher, Howard						
Inbox       RE: Email Received (Ref:IN:00060178) [ES - DMCS]       Thu 10:17a         Drafts       Wednesday         Sent Items       Holland, Megan RE: atlas ti       Wed 9:25a         Detect Itens 1       LAST WEEK         Conversation History       LAST WEEK         Junk E-mail       Delarosa, Adalberto RE: Displaying free/busy data from a public folder I Mon 8/1         RSS Feeds       TWO WEEKS AGO         UBIT Help Center Some UBmail messages may have been lost       7/29/2016         Print Manager Print Manager Print Manager       7/27/2016         THREE WEEKS AGO       7/27/2016         UBIT Help Center       7/27/2016         THREE WEEKS AGO       7/27/2016         THREE WEEKS AGO       7/27/2016		Hayes, Kathleen						
Darbits Holland, Megan RE: atlas ti   Sent Items Holland, Megan RE: atlas ti   Deleted Items 1 LAST WEEK   Conversation History LAST WEEK   Junk E-mail Notes [13] Delarosa, Adalberto RE: Displaying free/busy data from a public folder 1   TWO WEEKS AGO UBIT Help Center Some UBmail messages may have been lost   TVM Meters AGO   Print Manager Print Manager Plus S0.42.937 Update Released.   THREE WEEKS AGO   UBIT Help Center   UBIT Help Center   UBIT Help Center	Inbox		u 10:17a					
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Worker [13]   SSS Feeds   Image: Print Manager		LAST WEEK						
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Some UBmail messages may have been lost 7/29/2016 Print Manager Print Manager Plus 9.0.42.937 Update Released. 7/27/2016 THREE WEEKS AGO UBIT Help Center	RSS Feeds	TWO WEEKS AGO						
Print Manager Plus 9.0.42.937 Update Released. 7/27/2016 THREE WEEKS AGO UBIT Help Center			29/2016					
UBIT Help Center			27/2016					
		THREE WEEKS AGO						
			22/2016					

When the "Add a public folder to Favorites window opens, click the arrow next to "GSE" to expand the GSE folders, then click the arrow next to "Lab/Classroom Calendars" to expand that folder. This is where all the room calendars are.

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o Outlook Web App		Mail Calen	ndar People Tasks	Tinsmon, Michael 👻 👩
⊕ New mail	Search mail and people	☆ Add to Favorites		:
	INBOX ITEMS BY E	Add a public folder to Fouritas		
«	All Unread To me Flagged	Add a public folder to Favorites Select a folder and click Add to Favorites. Repeat these steps to add multiple folders.		
Favorites	Schumacher, Howard Re: New location for the GSE lab calendars	All Public Folders		
Sent Items	YESTERDAY	🕨 🙀 Advancement		
Tinsmon, Michael	Hayes, Kathleen	GSE GSE		
Inbox	RE: Email Received (Ref:IN:00066178) [EIS - DMCS]	, 🖽 ECRC		
Drafts	Wednesday	, 🔀 IT		
Sent Items	Holland, Megan RE: atlas ti	Lab/Classroom Calendars		
Deleted Items 1		Baldy-12A-Classroom		

rmation available at:

Delarosa, Adalberto RE: Displaying free/busy data from a public folder l

**UBIT Help Center** Some UBmail messages may have been lost

Print Manager Print Manager Plus 9.0.42.937 Update Released.

**UBIT Help Center** A new ticket has been created for you (Ref:IN:0006

Baldy-14A-PC-Lab

Baldy-14-Mac-Lab

Baldy-200C-PC-Lab

Baldy-214-Classroom

Baldy-216-Classroom

Baldy-372-Conference

Baldy-381-Classroom

Baldy-415-Classroom

Baldy-425-Classroom

Baldy-474-Classroom

Baldy-476-Classroom

Baldy-479-Classroom

Baldy-536A-MeetingRoom

Baldy-544A-MeetingRoom

Baldy-553-Classroom

Baldy-555-Classroom

..... 60-CI From here you simply click on each calendar you will want to see, one at a time, then click the "Add to Favorites" button at the top of the window. You will get a confirmation message that the "folder" was "added to Favorites in Calendar". Repeat this for each calendar you wish to access or just repeat for all of them. You will not need to do this part again. Once you have added each calendar you want, click the "X" in the upper, right corner to exit out of this screen.

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o <mark>⊴</mark> Outlook Web App		×	Mail Calendar	People Tasks	Tinsmon, Michael 👻 👩
New mail	Search mail and people INBOX	Add to Favorites The folder "Baldy-216-Classroom" was added to Favorites in Calendar. Add a public folder to Favorites			
«	All Unread To me Flagged	Select a folder and click Add to Favorites. Repeat these steps to add multiple folders.			
Favorites Inbox 3	ITmodelbook Seven Reasons You Need Predictive Analytics To	All Public Folders			
Sent Items	SUNY BUFFALO CENTER UUP Negotiations	, ₩ Advancement			
Tinsmon, Michael	Gellin, Alan final round of new pages for the staff directory	ECRC			
Drafts Sent Items	Schumacher, Howard Re: New location for the GSE lab calendars	▶ ₩ IT Lab/Classroom Calendars			
Deleted Items 1	YESTERDAY	Baldy-12A-Classroom			
Conversation History Junk E-mail	Hayes, Kathleen RE: Email Received (Ref:IN:00066178) [EIS - DMCS]	國 Baldy-14A-PC-Lab 國 Baldy-14-Mac-Lab			
Notes [13]	Wednesday	Baldy-200C-PC-Lab			
RSS Feeds	Holland, Megan RE: atlas ti	<ul><li> 副 Baldy-214-Classroom </li><li> Baldy-216-Classroom </li></ul>			
	LAST WEEK	調 Baldy-372-Conference			
	Delarosa, Adalberto RE: Displaying free/busy data from a public folder I	國 Baldy-381-Classroom 國 Baldy-415-Classroom			
	TWO WEEKS AGO	Baldy-425-Classroom			
	UBIT Help Center Some UBmail messages may have been lost	調 Baldy-474-Classroom			
	Print Manager Print Manager Plus 9.0.42.937 Update Released.	調 Baldy-476-Classroom 調 Baldy-479-Classroom			
	THREE WEEKS AGO	Baldy-536A-MeetingRoom			
	UBIT Help Center A new ticket has been created for you (Ref:IN:0006:	調 Baldy-544A-MeetingRoom 調 Baldy-553-Classroom			
		Baldy-555-Classroom			
tion available		Raldy-560-Classroom			

Once you're back to the main OWA screen, click the "Calendar" link in the upper, right corner. The lab/classroom calendars you selected above will appear under the "Other Calendars" section on the left side. By default it will show you all of them at once. Simply click on the ones you want to "turn off". In the future, you can simply login to OWA and then just go directly to this Calendar section, you will not need to repeat the steps above unless you wish to add other calendars that you did not add above.

Outlook Web App							🛛 Mail Cale	endar People Tasks Tinsmon, Michael 👻 🧔
New event	August ∢Jan Feb	<b>2016</b> Mar Apr May Jun	Jul <mark>Aug</mark> Sep	Oct Nov Dec	<ul> <li>Go to today</li> </ul>			Day Work week Week Mon
5	Calendar	Baldy-12A-Classro	Don Baldy-14A-PC-L	ab Baldy-14-Mac	-Lab Baldy-216-C	lassroor		
August 2016  August 2016 Augus	Sunday 31	Monday Aug 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6	<ul> <li>FRIDAY, AUGUST 12, 2016</li> <li>10:00a Tableau training</li> </ul>
8         9         10         11         12         13           15         16         17         18         19         20           22         23         24         25         26         27           29         30         31         1         2         3		9a Time Sheet 11a Help Jim Tamm 12p Gear Up Progri	10a Tableau Demo	12p Gear Up Progra	Day Off			2 hours 200c Baldy
MY CALENDARS	7	8 12p Gear Up Progra	9	10 12p Gear Up Progra	11 2p GSE IT Staff Me	12 10a <b>Tableau trainin</b>	13	
Calendar PEOPLE'S CALENDARS								
English, Daniel Mantione, Joseph Brodfuehrer, Sean T Wang, Jianqiang	14	15	16	17 8a Test (Tinsmon)	18	19 2p Doctor	20	
Julien, Heidi	21	22 Lab Closed for Com	23 Lab Closed for Com	24 Lab Closed for Com	25 Lab Closed for Com	26 Lab Closed for Com	27	
IT Calendar				11a GSE Faculty Bio 3p Review of Collal	12p GSE Chairs' Me 2p GSE IT Staff Me			
Baldy-14A-PC-Lab	_							-
Baldy-14-Mac-Lab Baldy-216-Classroom	28	29 9a ENG 100 Intro A 4p LIS 503: Spec To	30 9:30a <b>CEP 207 Bas S</b>	31 9a ENG 100 Intro A	Sep 1 9a Time Sheet 9:30a CEP 207 Bas S	2 9a ENG 100 Intro A	3	
Baldy-12A-Classroom								