# **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:

| Image: Search mail and people   INBOX   Inbox   Favoriti   Add public folder to Favorites   Unacher, Howard   Inbox   Insonon, Michael   Hayes, Kathleen   RE: Email Received (Refinib00060178) [ES - DMCS)   Trusmon, Michael   Hayes, Kathleen   RE: Email Received (Refinib00060178) [ES - DMCS)   Trusmon, Michael   Hayes, Kathleen   RE: Email Received (Refinib00060178) [ES - DMCS)   Trusmon, Michael   Holland, Megan   RE: Email Received (Refinib00060178) [ES - DMCS)   Tusmon, Michael   RE: Email Received (Refinib00060178) [ES - DMCS)   Tusmon, Michael   BE: Email Received (Refinib00060178) [ES - DMCS)   Tusmon, Michael   RE: Email Received (Refinib00060178) [ES - DMCS)   RE: Email Received (Refinib00060178) [ES - DMCS)   Tusmon, Michael   BE: Email Received (Refinib00060178) [ES - DMCS)   RE: Email Received (Refinib00060178) [ES - DMCS)   Juster Tismon   RE: Email Received (Refinib00060178) [ES - DMCS)   RE: Email Re |  |                    |                                     |            |                     |   |   |
|--|--|--------------------|-------------------------------------|------------|---------------------|---|---|
| INDEX TERMS BY DATE •  |  |                    |                                     |            |                     | ₽ Search mail and people  | ➔ New mail                                  |
| Favoritie un accher, Howard   Inbox total   Pent terms YESTERDAY   Tinsmon, Michael Hayes, Kathleen   Hayes, Kathleen €   RE: Email Received (Ref:lk00066178) [EIS - DMCS] Thu 10:17a   Drafts Wednesday   Sent items Holland, Megan   RE: atlas ti Wed 9:25a   Conversation History LAST WEEK   Junk E-mail Delarosa, Adalberto   Notes [13] RE: Displaying free/busy data from a public folder   Mon 8/1   RSS Feeds Two WEEKS AGO   UBIT Help Center Some UBmail messages may have been lost  |  |                    |                                     |            | TEMS BY DATE 👻      | INBOX ITEM:<br>Aii tynread Tome Flaqqed   | N   |
| VESTERDAY   Tinsmon, Michael   Hayes, Kathleen   RE: Email Received (Ref:INk00066178) [EIS - DMCS]   Inhox   Drafts   Sent Items   Holland, Megan   RE: atlast i   Ved nesday   Junk E-mail   Conversation History   Junk E-mail   Delarosa, Adalberto   RE: Displaying free/busy data from a public folder 1   Mon 8/1   RSS Feeds   UBIT Help Center   Some UBmail messages may have been lost   |  |                    |                                     |            | <b>←</b><br>10:16a  | vorites unacher, Howard   | Favorit<br>Add public folder to Fa<br>Inbox |
| Inbox     Wednesday       Drafts     Wednesday       Sent Items     Holland, Megan<br>RE: atlas ti       Deleted Items 1     IAST WEEK       Conversation History     IAST WEEK       Junk E-mail     Delarosa, Adalberto<br>RE: Displaying free/busy data from a public folder I       Notes [13]     Two WEEKS AGO       Items 1     UBIT Help Center<br>Some UBmail messages may have been lost   |  |                    |                                     |            | ←<br>CS] Thu 10:17a | YESTERDAY<br>Hayes, Kathleen<br>RE: Email Received (Ref:IN:00066178) [EIS - DMCS] | Tinsmon, Michael                            |
| Sent Items Holland, Megan   RE: atlas ti wed 9:25a   Deleted Items 1 LAST WEEK   Conversation History LAST WEEK   Junk E-mail Delarosa, Adalberto   Notes [13] RE: Displaying free/busy data from a public folder I   Notes [13] TWO WEEKS AGO   UBIT Help Center   Some UBmail messages may have been lost  |  |                    |                                     |            |                     | Wednesday   | Inbox<br>Drafts                             |
| LAST WEEk     Select an item to read.       Junk E-mail     Delarosa, Adalberto<br>RE: Displaying free/busy data from a public folder I Mon 8/1     Click here to always select the first item when I sign in.       Notes [13]     TWO WEEKS AGO     UBIT Help Center<br>Some UBmail messages may have been lost  |  |                    |                                     |            | Wed 9:25a           | Holland, Megan<br>RE: atlas ti  | Sent Items Deleted Items 1                  |
| Durk E-mail     Delarosa, Adalberto     Click here to always select the first item when I sign in.       Notes [13]     Two WEKS AGO       UBIT Help Center     7/29/2016  |  | d.                 | Select an item to read.             |            |                     | LAST WEEK   | Conversation History                        |
| RSS Feeds TWO WEEKS AGO UBIT Help Center Some UBmail messages may have been lost 7/29/2016   |  | em when I sign in. | to always select the first item whe | Click here | ←<br>der I Mon 8/1  | Delarosa, Adalberto<br>RE: Displaying free/busy data from a public folder         | lunk E-mail<br>Notes [13]                   |
| UBIT Help Center<br>Some UBmail messages may have been lost 7/29/2016  |  |                    |                                     |            |                     | TWO WEEKS AGO   | RSS Feeds                                   |
|  |  |                    |                                     |            | 7/29/2016           | UBIT Help Center<br>Some UBmail messages may have been lost                       |   |
| Print Manager         Print Manager Plus 9.0.42.937 Update Released.       7/27/2016   |  |                    |                                     |            | . 7/27/2016         | Print Manager<br>Print Manager Plus 9.0.42.937 Update Released.                   |   |
| THREE WEEKS AGO  |  |                    |                                     |            |                     | THREE WEEKS AGO   |   |
| UBIT Help Center<br>A new ticket has been created for you (Ref:IN:0006: 7/22/2016  |  |                    |                                     |            | )006: 7/22/2016     | UBIT Help Center<br>A new ticket has been created for you (Ref:IN:0006            |   |
|  |  |                    |                                     |            |                     |   |   |
|  |  |                    |                                     |            |                     |   |   |

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.

| GSE Home   UB Graduat $	imes$ | $\fbox{3}$ Bug List: All Suppo $\times\mid$ $$ $\land$ Problem loading p $\times\mid$ | 🚯 Home - gse-it 🛛 🗙 🛛 Strain - GSE Calen 🗙 🚯 Collaboration Tool 🗙 🔤 Mail - Michael Tins 🗙 📴 Tinsmon, Michael 🗙 🕂 | F |
|-------------------------------|---|--|---|
| S 🗲 🛈 🖴   https://exch        | nowa. <b>buffalo.edu</b> /owa/#path=/mail   | C 🔰 Q Search   | ≡ |
| oder Outlook Web App          |   | Mail Calendar People Tasks Tinsmon, Michael 🛩 👩  | ? |
| ⊕ New mail                    | Search mail and people  | Add to Favorites   | × |
|                               | INBOX ITEMS BY L  | 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.                          |   |
| lnbox                         | Schumacher, Howard<br>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]                                     | , 唱 ECRC   |   |
| Drafts                        | Wednesday   | , 🛱 П  |   |
| Sent Items                    | Holland, Megan<br>RE: atlas ti  | Lab/Classroom Calendars  |   |
| Deleted Items 1               |   | ieg 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.

| S 🗲 🛈 🔒   https://exch                                 | nowa. <b>buffalo.edu</b> /owa/#path=/mail                                   | 🧹 🤁 💙 🔍 Search  |      | +        | Â      | ☆ 自   | •      | 9 🕫          | - = |  |  |  |  |
|--|---|---|------|----------|--------|-------|--------|--------------|-----|--|--|--|--|
| o <mark>थ</mark> Outlook Web App                       |   | <u> </u>  | Mail | Calendar | People | Tasks | Tinsmo | n, Michael 👻 | ₫ ? |  |  |  |  |
| ⊕ New mail   | Search mail and people      INBOX      ITEMS BY C                           | Add to Favorites<br>The folder "Baldy-216-Classroom" was added to Favorites in Calendar.<br>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.   |      |          |        |       |        |              |     |  |  |  |  |
| Inbox 3  | ITmodelbook<br>Seven Reasons You Need Predictive Analytics To               | Predictive Analytics To   Image: All Public Folders   Image: Structure Analytics To   Image: Structure Analytics To |      |          |        |       |        |              |     |  |  |  |  |
| Sent Items   | SUNY BUFFALO CENTER UUP<br>Negotiations                                     |   |      |          |        |       |        |              |     |  |  |  |  |
| ✓ Tinsmon, Michael ▶ Inbox 3                           | Gellin, Alan<br>final round of new pages for the staff directory            | , 喝 ECRC  |      |          |        |       |        |              |     |  |  |  |  |
| Drafts<br>Sent Items                                   | Schumacher, Howard<br>Re: New location for the GSE lab calendars            | ▶ ₩ IT<br>Lab/Classroom Calendars   |      |          |        |       |        |              |     |  |  |  |  |
| Deleted Items 1<br>Conversation History<br>Junk E-mail | YESTERDAY   | - Baldy-12A-Classroom   |      |          |        |       |        |              |     |  |  |  |  |
|  | Hayes, Kathleen<br>RE: Email Received (Ref:IN:00066178) [EIS - DMCS]        | 團 Baldy-14A-PC-Lab<br>團 Baldy-14-Mac-Lab  |      |          |        |       |        |              |     |  |  |  |  |
| Notes [13]   | Wednesday   | 調 Baldy-200C-PC-Lab   |      |          |        |       |        |              |     |  |  |  |  |
| RSS Feeds  | Holland, Megan<br>RE: atlas ti  |   |      |          |        |       |        |              |     |  |  |  |  |
|  | LAST WEEK   | - Baldy-372-Conference  |      |          |        |       |        |              |     |  |  |  |  |
|  | Delarosa, Adalberto<br>RE: Displaying free/busy data from a public folder I | 團 Baldy-381-Classroom<br>團 Baldy-415-Classroom  |      |          |        |       |        |              |     |  |  |  |  |
|  | TWO WEEKS AGO   | Baldy-425-Classroom   |      |          |        |       |        |              |     |  |  |  |  |
|  | UBIT Help Center<br>Some UBmail messages may have been lost                 | 團 Baldy-474-Classroom   |      |          |        |       |        |              |     |  |  |  |  |
|  | Print Manager<br>Print Manager Plus 9.0.42.937 Update Released.             | 調 Baldy-479-Classroom<br>調 Baldy-479-Classroom  |      |          |        |       |        |              |     |  |  |  |  |
|  | THREE WEEKS AGO   | Raldy-536A-MeetingRoom  |      |          |        |       |        |              |     |  |  |  |  |
|  | UBIT Help Center<br>A new ticket has been created for you (Ref:IN:0006)     | <ul> <li>Baldy-544A-MeetingRoom</li> <li>Baldy-553-Classroom</li> </ul>   |      |          |        |       |        |              |     |  |  |  |  |
|  |   | Baldy-555-Classroom   |      |          |        |       |        |              |     |  |  |  |  |
|  |   | 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.

| S 🗲 🛈 🔒   https://exchowa   | a. <b>buffalo.edu</b> /owa/#p | ath=/calendar   |   |  |  | c Y 🔍 Sear                | ch            |   |
|---|-------------------------------|---|---|--|--|---------------------------|---------------|---|
| <mark>o</mark> ≌ Outlook Web App  |                               |   |   |  |  |                           | 📨 Mail Cale   | ndar People Tasks Tinsmon, Michael 👻 🧔 ?  |
| ⊕ New event   | August 20<br>∢Jan Feb Ma      | D <b>16</b><br>r Apr May Jur  | n Jul Aug Sep                           | Oct Nov Dec  | <ul> <li>Go to today</li> </ul>                                |                           | _             | Day Work week Week Month  |
| «   | Calendar                      | Baldy-12A-Classr  | oon Baldy-14A-PC-L                      | ab Baldy-14-Mac  | -Lab Baldy-216-C   | lassroor                  |               |   |
| August 2016         August 2016           S         M         I         W         I         F         S           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         31         1         2         3  | Sunday<br>31                  | Monday<br>Aug 1<br>9a Time Sheet<br>11a Help Jim Tamm<br>12p Gear Up Progri | Tuesday<br>2<br>10a <b>Tableau Demo</b> | Wednesday<br>3<br>12p Gear Up Progra                             | Thursday<br>4<br>Day Off                                       | Friday<br>5               | Saturday<br>6 | <ul> <li>FRIDAY, AUGUST 12, 2016</li> <li>10:00a Tableau training<br/>2 hours 200c Baldy</li> </ul> |
| MY CALENDARS  | 7                             | 8<br>12p Gear Up Progra   | 9                                       | 10<br>12p Gear Up Progra   | 11<br>2n GSE IT Staff Me                                       | 12<br>10a Tableau trainin | 13            |   |
| ✓ Calendar  |                               | op and op rogi  |   | of the second second   |  |                           |               |   |
| PEOPLE'S CALENDARS  |                               |   |   |  |  |                           |               |   |
| Mantione, Joseph<br>Brodfuehrer, Sean T<br>Wang, Jianqiang  | 14                            | 15  | 16                                      | 17<br>8a Test (Tinsmon)  | 18   | 19<br>2p Doctor           | 20            |   |
| Julien, Heidi   | 21                            | 22  | 23                                      | 24   | 25   | 26                        | 27            |   |
| <ul> <li>✓ OTHER CALENDARS</li> <li>IT Calendar</li> <li>✓ Baldy-14A-PC-Lab</li> </ul>  | ]                             | Lab Closed for Com  | Lab Closed for Com                      | Lab Closed for Com<br>11a GSE Faculty Bio<br>3p Review of Collal | Lab Closed for Com<br>12p GSE Chairs' Me<br>2p GSE IT Staff Me | Lab Closed for Com        |               |   |
| Image: Selection of the | 28                            | 29<br>9a ENG 100 Intro A<br>4p LIS 503: Spec Tc                             | 30<br>9:30a CEP 207 Bas 5               | 31<br>9a ENG 100 Intro A   | Sep 1<br>9a Time Sheet<br>9:30a CEP 207 Bas S                  | 2<br>9a ENG 100 Intro A   | 3             |   |
|   |                               |   |   |  |  |                           |               |   |