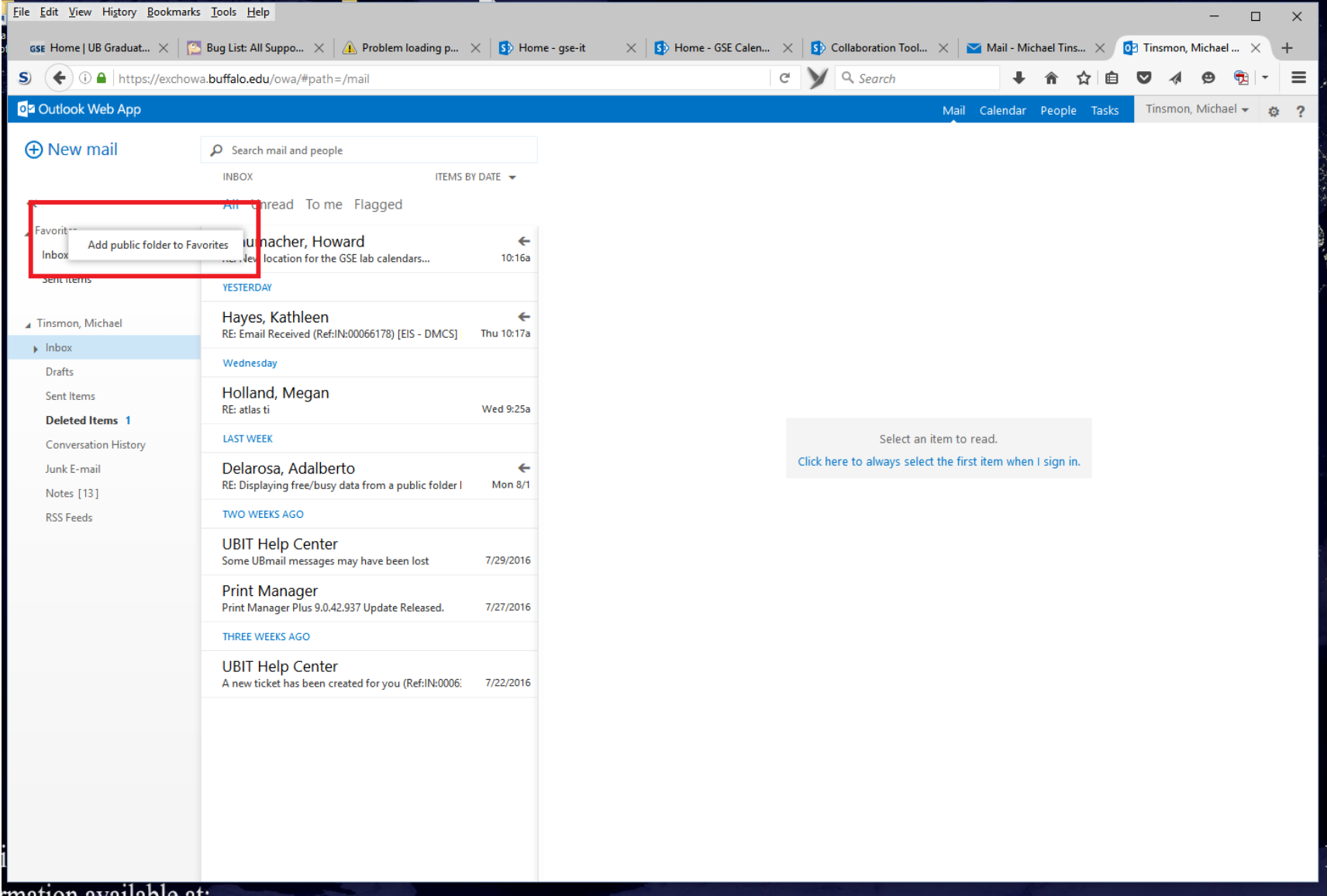


# Accessing GSE Calendars in Public Folders via Outlook Web Access (OWA)

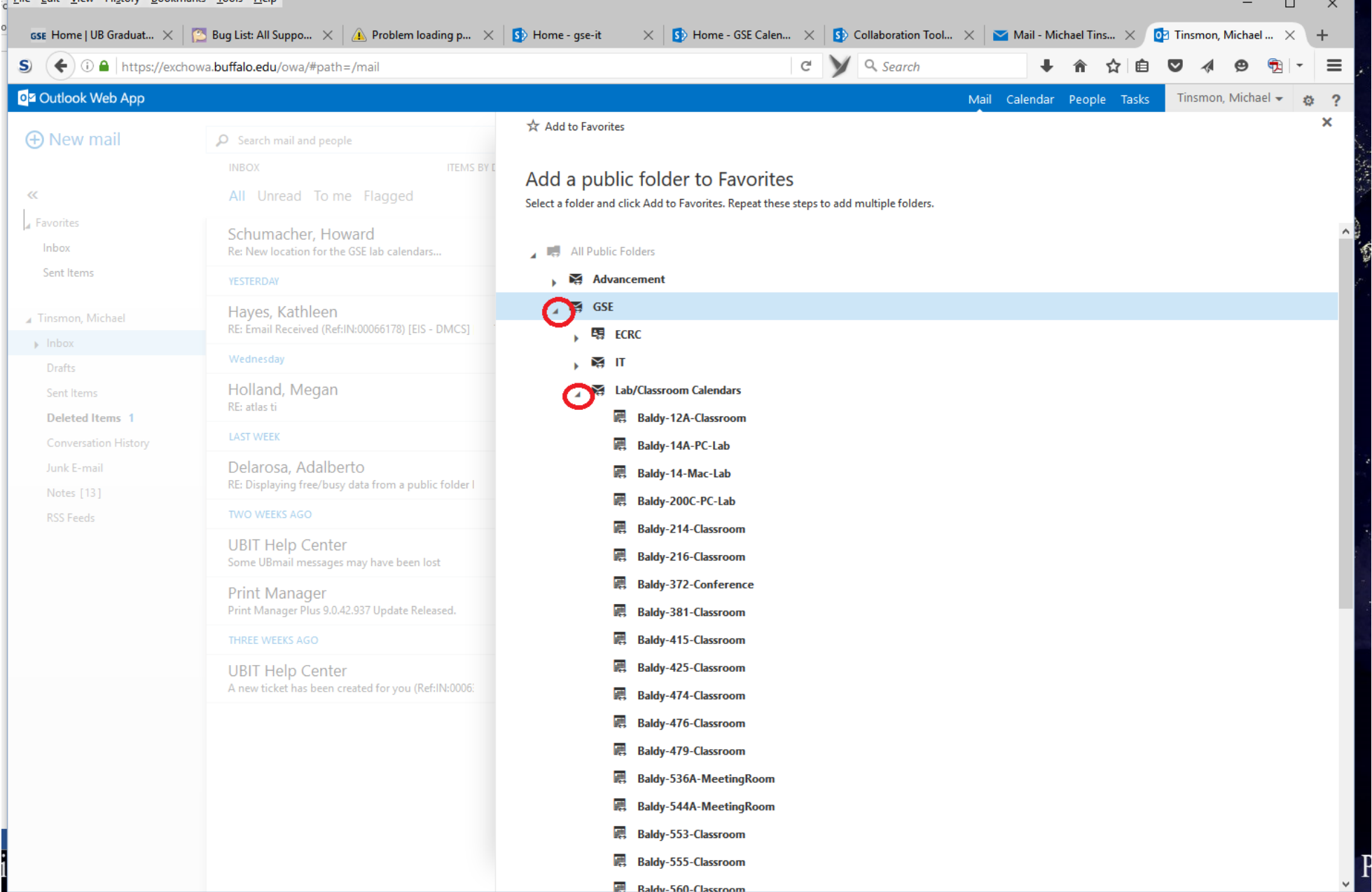
Go to <https://exchowa.buffalo.edu/owa/>. Login with “ad\<UBITname>” (without quotes and using your UBIT name) and your UBIT password, fill in the re-Captcha and click the “sign in” button.

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:

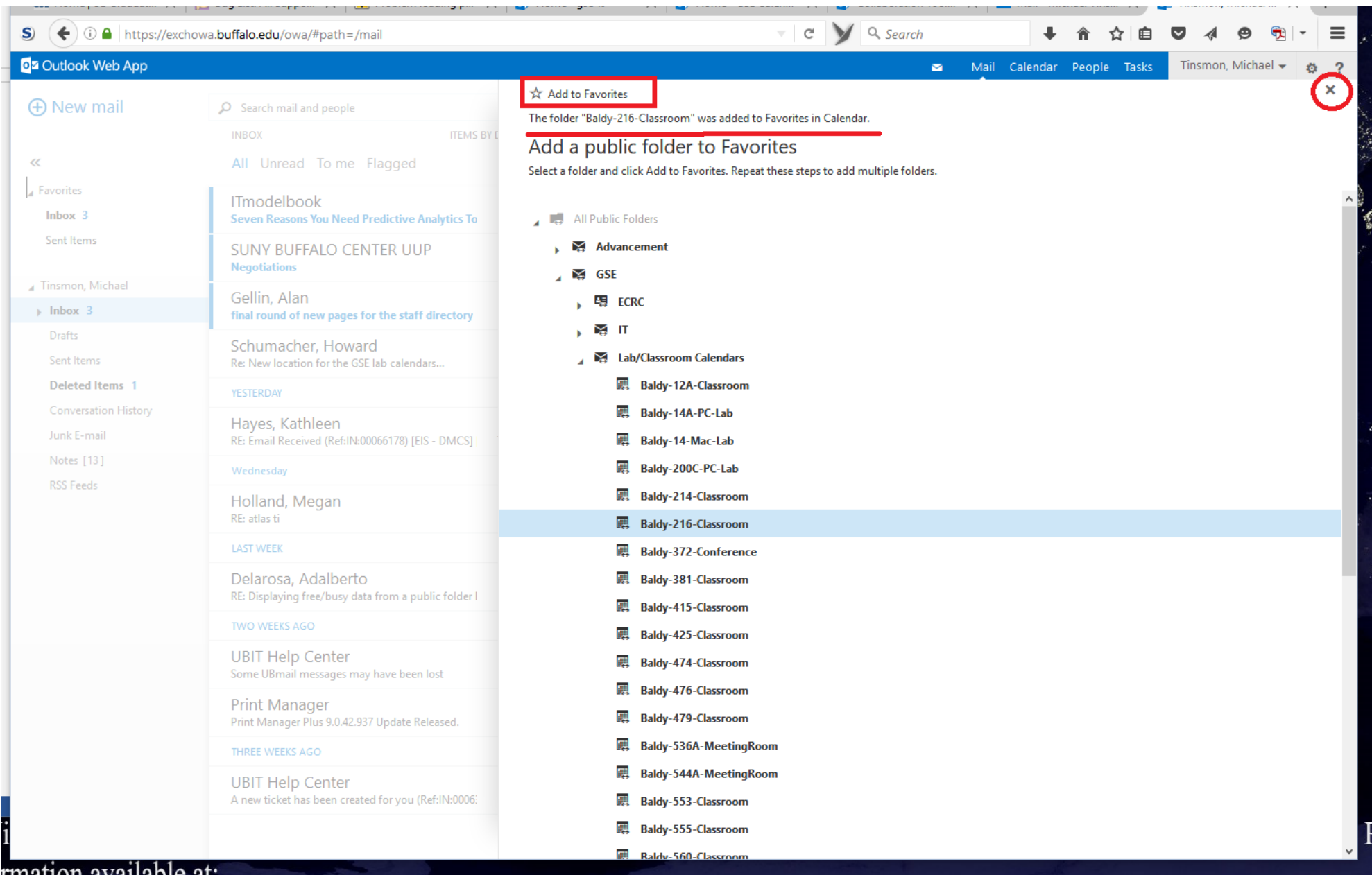


When the “Add a public folder to Favorites window opens, click the arrow next to “GSE” to expand the GSE folders, then click the arrow next to “Lab/Classroom Calendars” to expand that folder. This is where all the room calendars are.



Information available at:

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.



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.

