

## To Create a Departmental Calendar or Share Contacts

Contact HelpDesk and request Calendar or Contacts Folder be created for your Department.

When notified the item is complete ...

Now you should be able to see your folder name under *All Public Folders*

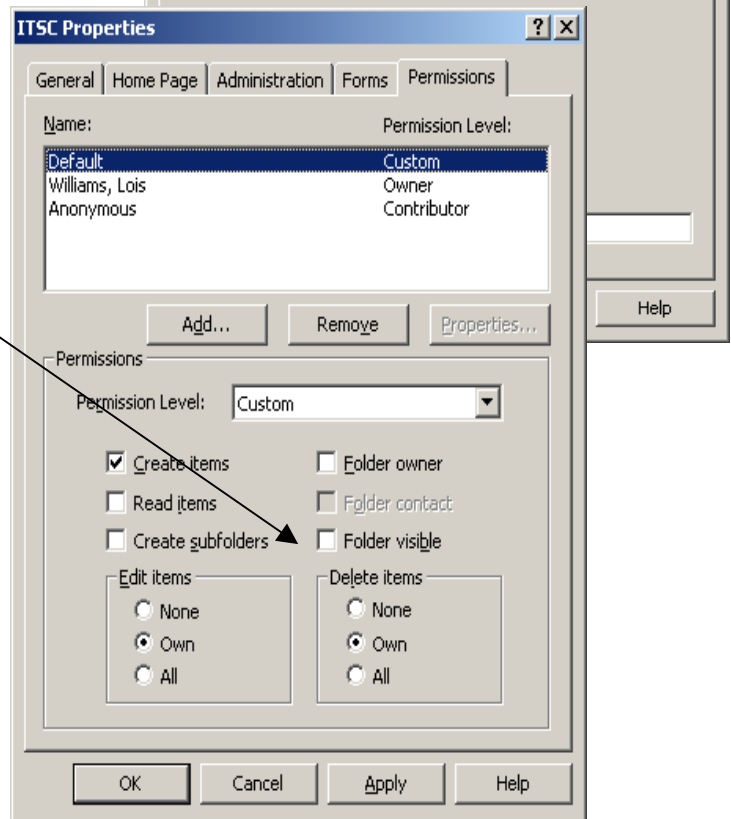
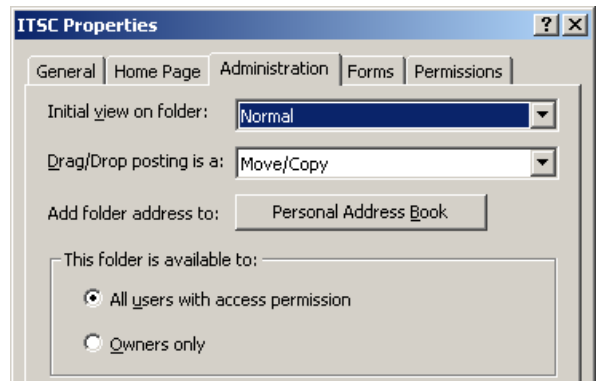
Right click on your folder name → properties

Make sure the *All users with access permission* is selected

Click on the *Permissions* tab

Add all users that need access to the folder

Make sure the *Folder Visible* option is **not** selected for the Default and Anonymous listings. This means only the authorized users can see the folder name.



Add each user that needs to have access. You can specify *different permissions* for each user.

Click OK when complete

