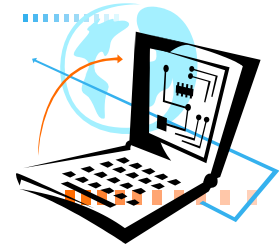


Clark Middle School

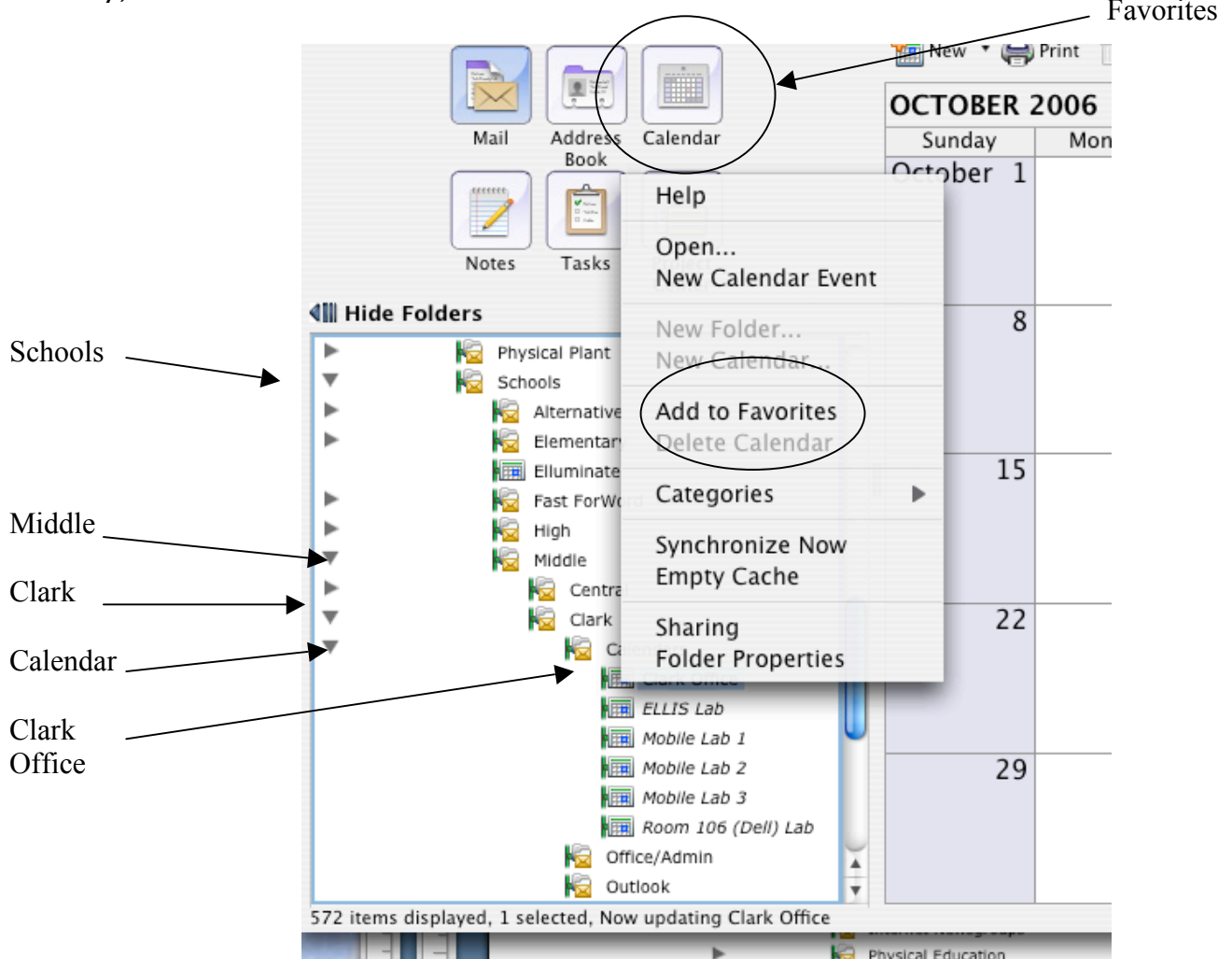
Entourage Calendar



Gus Perkins

Subscribe to a public folder

1. In the Folders List under your Exchange account, click the arrow next to Public Folders, click the arrow next to All Public Folders, click the arrow next to **Schools**, click the arrow next to **Middle**, click the arrow next to **Clark**, click the arrow next to **Calendars**.
2. In the list of folders that appears, hold down the control key and click the folder you want to subscribe to.
3. On the Edit menu, click Add to Favorites.
4. Finally, to see calendars click on "Calendar Favorites".



If you need help, please call the Tech Department: 742-4764