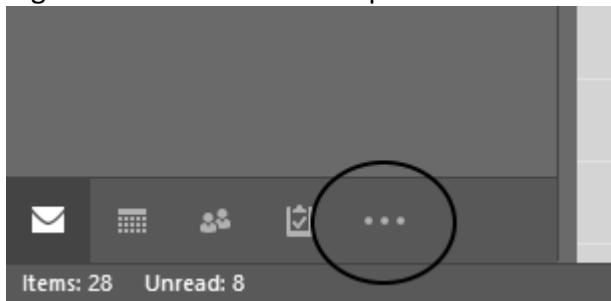


## Adding the new BCN calendar

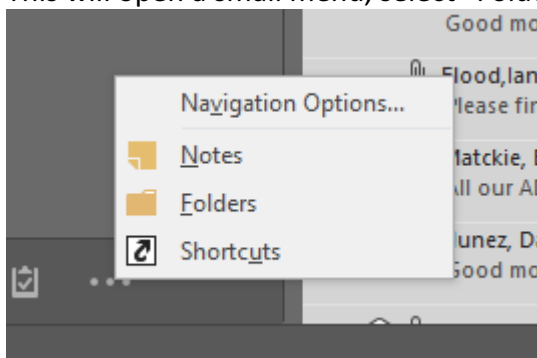
The new calendar has been created (BCN Events). BCN Events is setup so that all can view the calendar.

To add this calendar from within Outlook, follow the steps listed below:

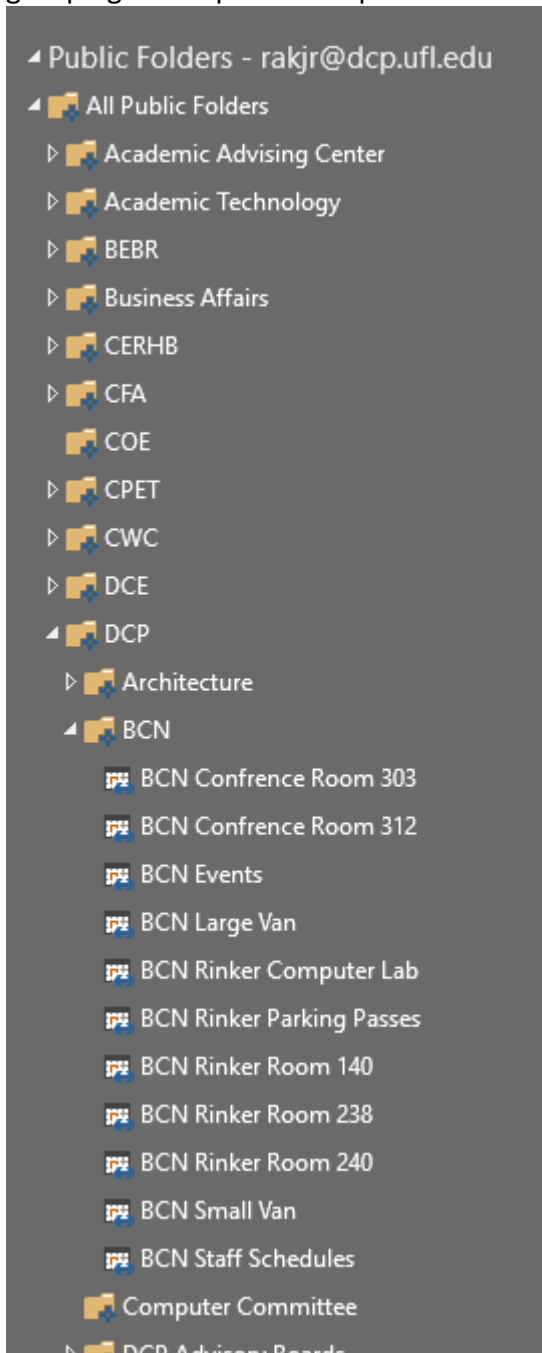
1. Right mouse click on the Ellipsis located near the bottom left of the Outlook window.



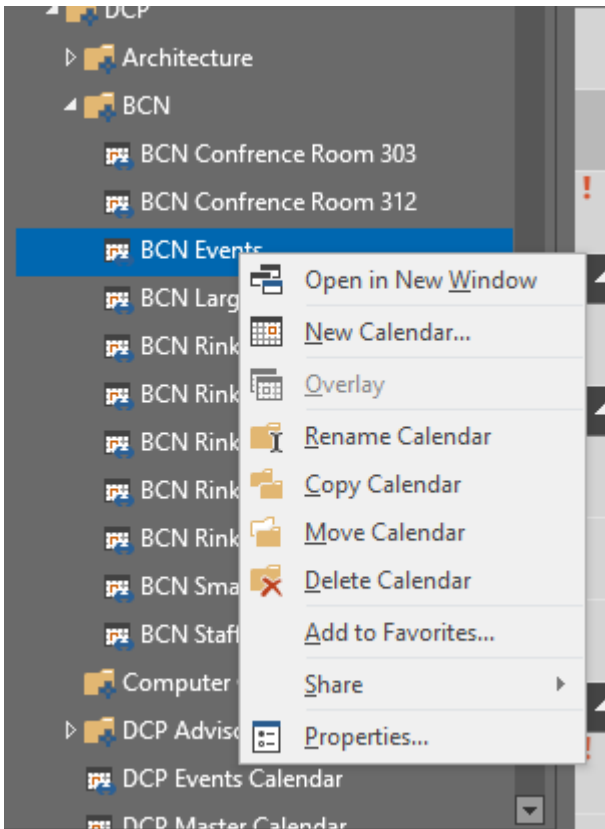
2. This will open a small menu, select "Folders".



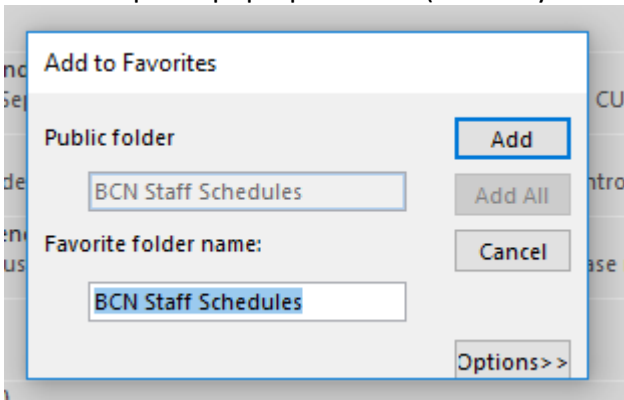
3. This will change the view of the left side navigation bar. Locate the “Public Folders –“ grouping and expand it. Expand the DCP folder, then expand the BCN folder.



4. Right mouse click the calendar you would like to add. In the menu that opens, click “Add to Favorites...”



5. This will open a pop-up window (that may be buried), click “Add”.



6. Clicking on the calendar icon in the lower left corner of Outlook should now show the calendar added to the group “OTHER CALENDARS”.

If you have questions or issues, contact Rich via [help@dcp.ufl.edu](mailto:help@dcp.ufl.edu)