

Accessing the School Calendar

1. Make sure that your "Folder List" is active.
2. At the very bottom of your Folder List, you will see "Shared Folders".
3. Click on the "+" sign to expand the list under "Shared Folders".
4. Select "Shared Calendar".

If you are away from school

1. Open up the browser on the computer you are using (Internet Explorer, Netscape, Mozilla Firefox, ...).
2. Go to the Whiteface Website and log in ("Webmail").
3. Public Folders, then Shared Calendar.

