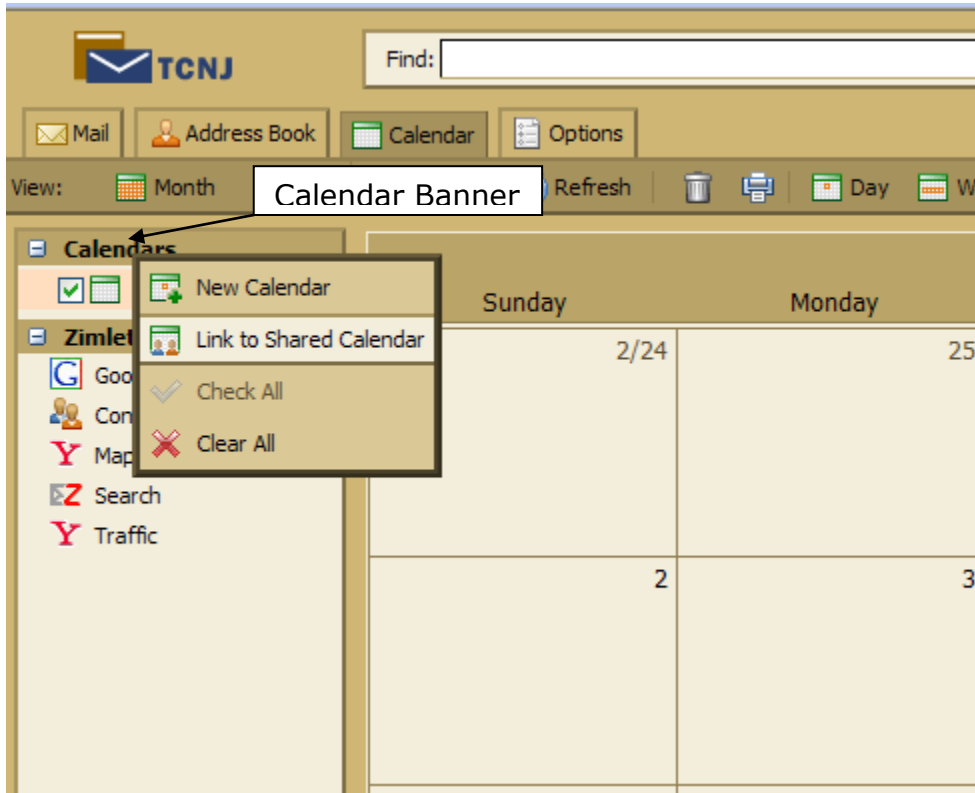


Accessing the Shared Campus Calendar

In order for the campus community to be made aware of Holidays and Energy Days that affect everyone, we've created a shared calendar for users to access. To subscribe to this calendar, please follow these steps:

1. Log into your Zimbra account at <https://tcnjmail.tcnj.edu>
2. Open up the Calendar, by clicking on the Calendar Tab.
3. Right click on the banner that says Calendars.



4. Choose Link to Shared Calendar.
5. When the Link to Shared Calendar window opens, please make sure you enter in the following information as seen below.

Link to Shared Calendar

To link to an item that has been shared with you, enter the owner's email address and the location of the folder in their mailbox (e.g. Work/Projects):

Email:

Path:

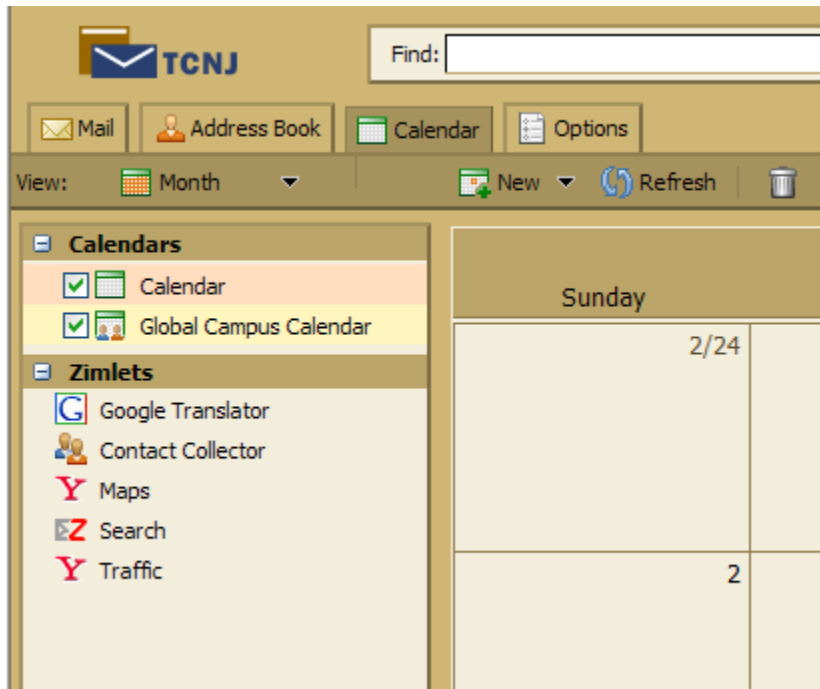
Properties of your new link:

Name:

Color:

Email: calendar@tcnj.edu
Path: /Calendar (**NOTE:** case sensitive)
Name: Global Campus Calendar
Color: Choose any color you would like

6. The calendar will now be visible on your calendar list. If you choose to not view the items in the Global Calendar, simply uncheck the checkmark next to the calendar name. The calendar will still be accessible at any time by rechecking the check box.



Please Note: For your convenience, the holidays have been coded with (H) or (E).
(H) - Observed Holiday
(E) - Energy Holiday