# Creating a Public Folder Calendar

This will be done using a public folder, which means it can be access from the Outlook application. Unfortunately public folders are not yet accessible from Mobile Devices or Outlook Web Access (OWA).

Creating a Public Folder Mailbox

You will need to create a Public Folder mailbox if you do not already have one. This is done in the *Exchange Admin Center*.
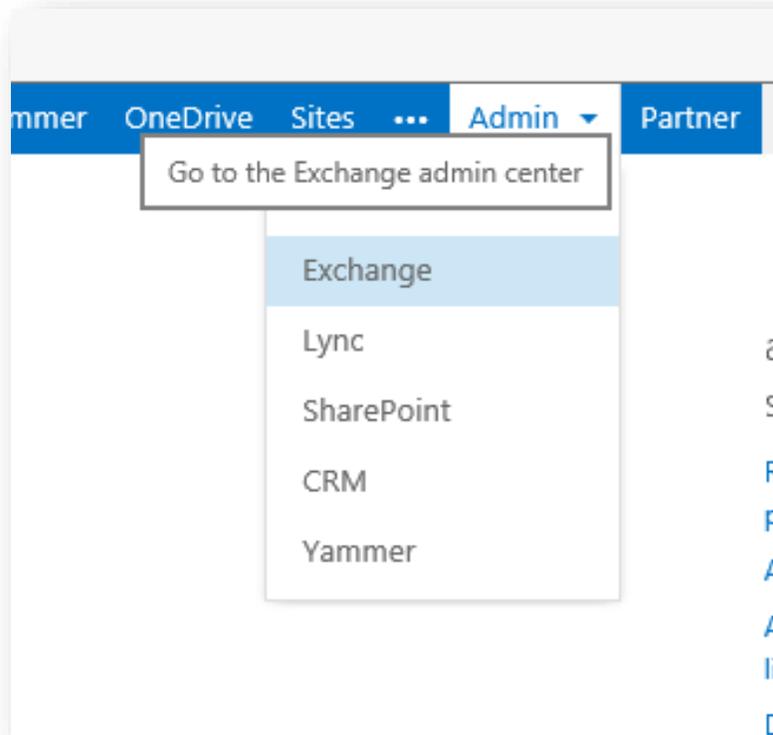
Exchange Admin Center

If you are using a Small Business Office 365 subscription, you can access the Exchange Admin Center using [this workaround](#).

Now navigate to the *Public Folders* section on the left hand side to create your public folder mailbox.

Create Public Folder Mailbox

Click the Plus button and create a new mailbox as shown.

new public folder mailbox

The first public folder mailbox created will contain the writable copy of the public folder hierarchy.

*Name:

BlueEdge PF Mailbox

save   cancel
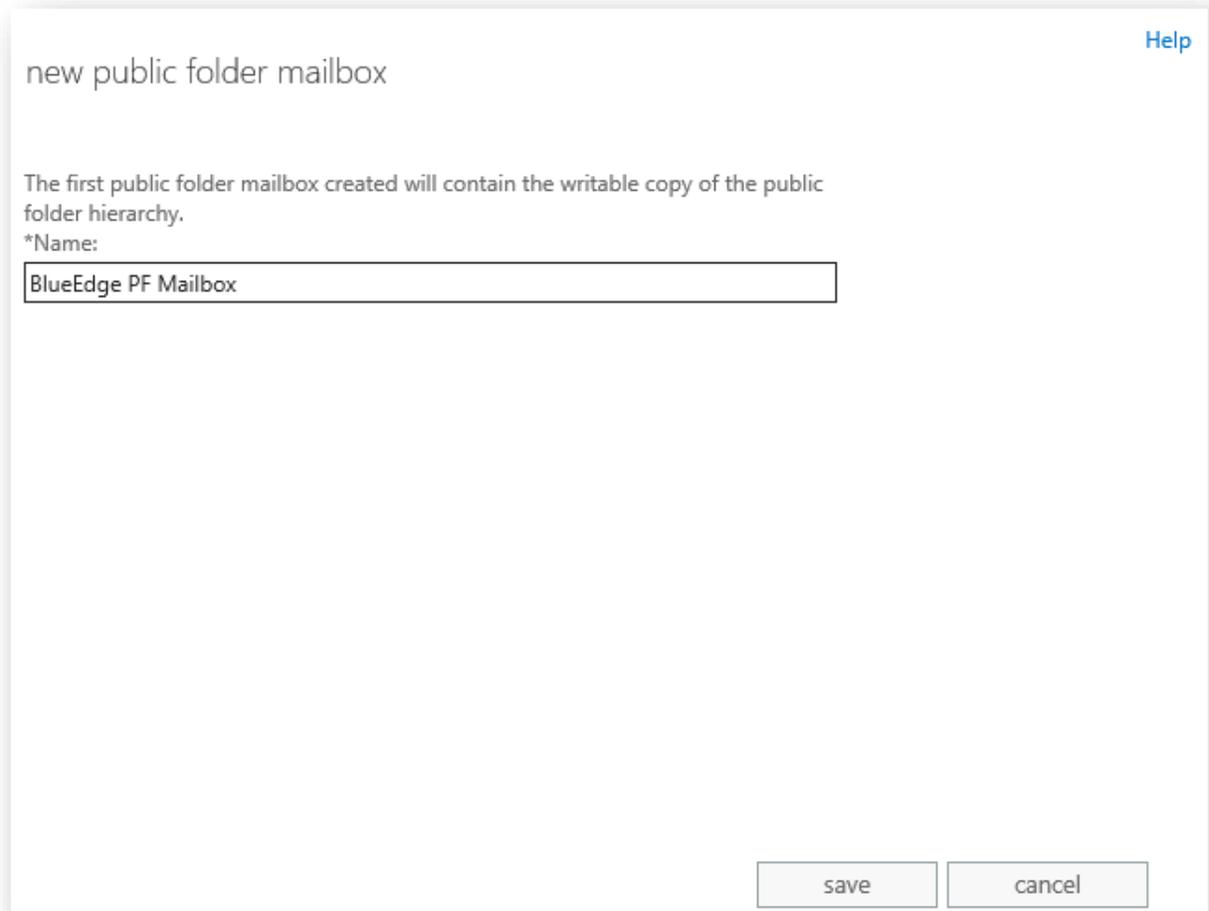
New Public Folder Mailbox

Creating the Root Public Folder

Now that you have a Public Folder Mailbox it's time to create the root public folder. This is also done in the Exchange Admin Center.

Click Public Folders at the top of the screen and click the plus button to create a new folder. We recommend you give the root folder a very generic name as shown below.

Help

new public folder

*Name:

BlueEdge Public Folder

Path:

\

save   cancel

Create Public Folder

You now have to assign appropriate permissions to this root folder. We recommend that you allow Administrators to be an Owner of this folder and keep the rest as default. This will mean that normal users cannot create new public folders, it will have to be done by an administrator.

Firstly, click Manage under Folder Permissions.

Manage Public Folder Permissions

Then add all your administrators in and give them Owner permissions.
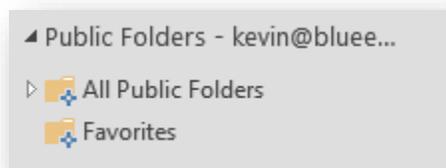
Assign yourself Owner Permissions
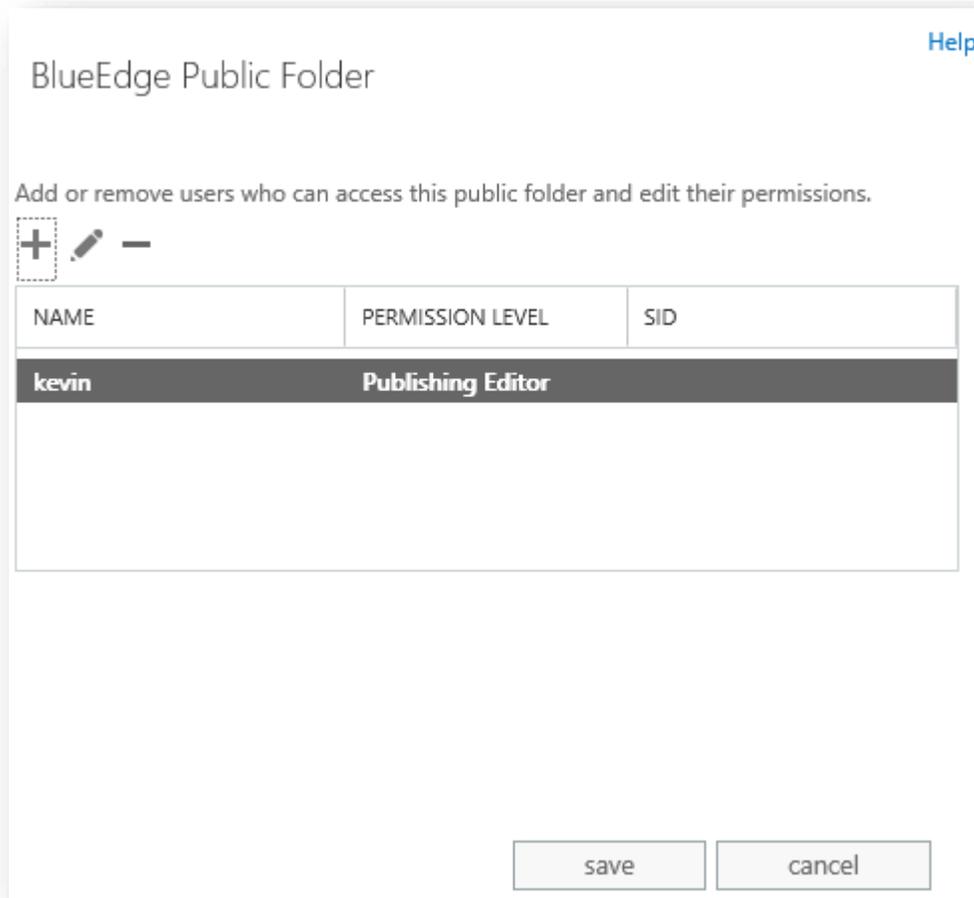
Public Folder Permissions

Creating the Shared Calendar Public Folder

Now your public folder environment is correctly configured and you can start creating the Calendar folder using Microsoft Outlook.

Open up Outlook and navigate to the folders list.


View Folders in Outlook

You should see the Public Folders section. If you do not see the public folders section check that you have assigned the correct permissions above. If you have only just created the public folder mailbox and root public folder it may take a few hours for the public folders to appear here.

Expand out your *Public Folders* and *All Public Folders* until you see the root public folder you create earlier.
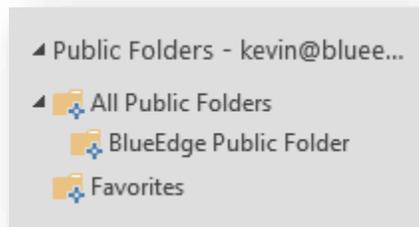
View All Folders in Outlook

Right Click on this root public folder and click *New Folder* to create a Shared Calendar folder as pictured.
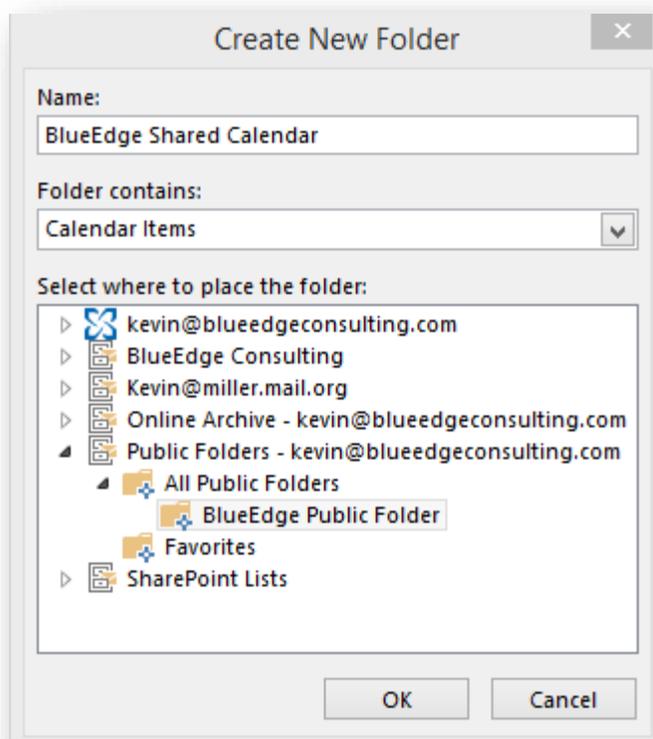

Create Shared Calendar Public Folder in Outlook

Right Click on the newly created folder and click Properties. You can now set permissions as to who will have access to view and modify the contacts.

Anonymous refers to users outside your company. We recommend setting these permissions to None. **Default** refers to authenticated users within your company. We recommend setting these permissions to Author, which will allow them to create new calendar entries and edit their own.

The different permissions are as follows:

| WITH THIS PERMISSION LEVEL (OR ROLE)	YOU CAN
Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You can't open the folder.
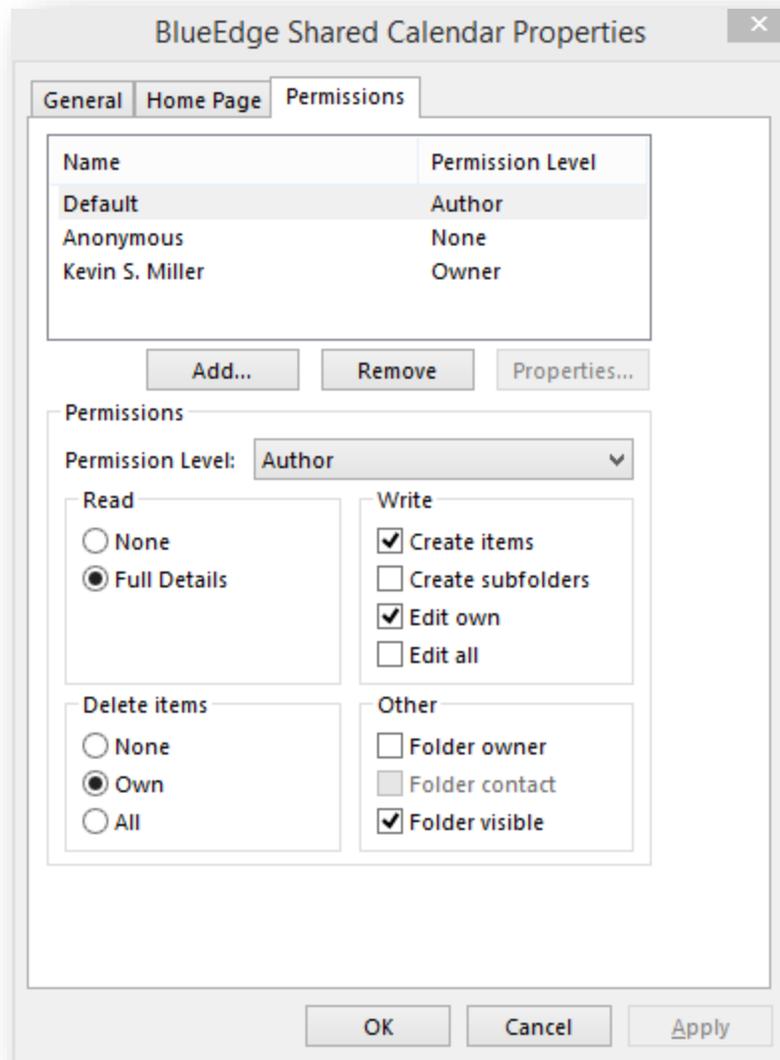
Set Default Calendar Permissions

Adding the Calendar folder to Outlook

Each user will now need to add this calendar folder to their Outlook favorites which will allow them to see the contacts list in Outlook.

To add the folder to their favorites each user will need to do the following.

Open up Outlook and navigate to the folders list.
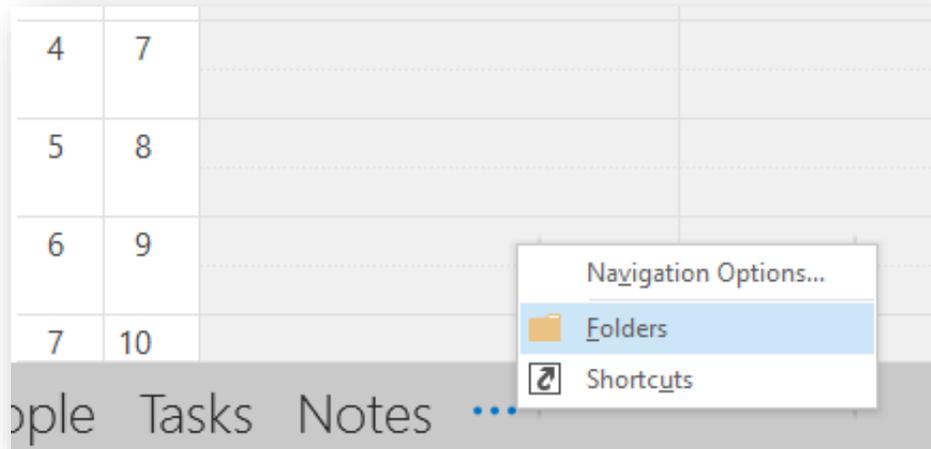
View Folders in Outlook

If they do not see the public folders section check that you have assigned the correct permissions above. If you have only just created the public folder mailbox and root public folder it may take a few hours for the public folders to appear here.

Expand out your *Public Folders* and *All Public Folders* until you see the calendar public folder you create earlier.

Right click the Calendar folder and click Add to Favorites.
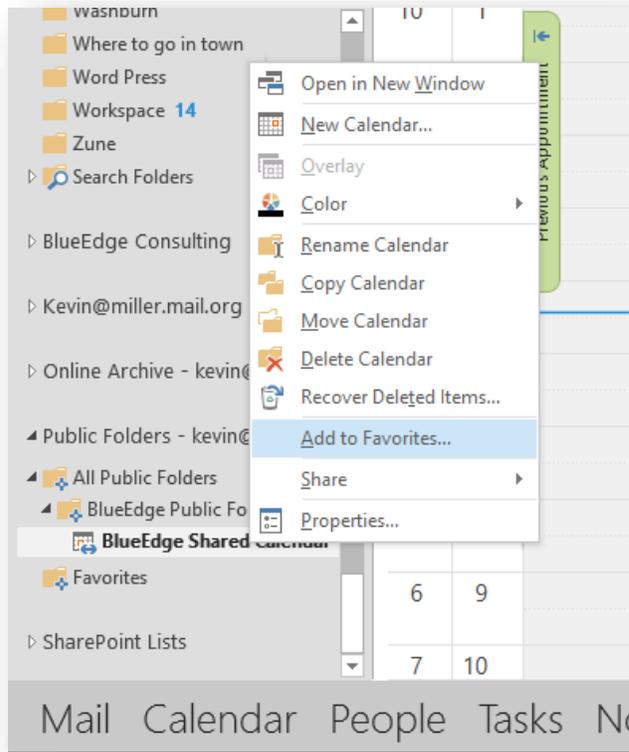
Add folder to Favorites in Outlook

This will allow the user to view the Shared Calendar in their Calendar section.