1. Open Outlook (desktop version).

2. Click ⬚ at the bottom.
3. Click on "Folders."
4. Scroll down to "Public Folders."
5. Click the drop down arrow next to "All Public Folders."
6. Scroll down to "Miramar" and click the drop down arrow.
7. Click on the "Governance Committees" calendar at the top.
8. Right click on calendar to "Add to favorites."