Below are the steps to open a shared calendar:

- Login to your email through OWA
- Click on the Office 365 menu in upper left corner of the window
- Click on Calendar
- In the left pane under My Calendars, right-click on a type of calendar (People’s calendars, Rooms, etc.) and click Open Calendar
- In the window, Open Calendar, enter the name of the calendar in the From directory: field and click on Open to add the calendar

- The new calendar will now be added