Calendar - Open shared calendar in OWA

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