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