

How to open a Shared Calendar - Office 365 Online

- Open a web browser (Firefox/Chrome/Edge/Safari)
- Visit <u>https://outlook.office.com</u>
- Login with your account
- Find and Open the Shared Calendar Invitation you were sent in your email. It should say "You're invited to share this calendar..."



Click on Accept





• In the window that opens, click on *View Calendar*

fo: 3faculty-email-test I'd like to share my calendar with you Test Carmine (testcarmine@uwinnipeg.ca) would like to share an Outlook calendar with you called "Test Shared Calendar". You'll be able to view edit, and delate events on this calendar.	Test Carmine
I'd like to share my calendar with you Test Carmine (testcarmine@uwinnipeg.ca) would like to share an Outlook calendar with you called "Test Shared Calendar". You'll be able to view edit, and delate events on this calendar.	fo: 3faculty-email-test
Test Carmine (testcarmine@uwinnipeg.ca) would like to share an Outlook calendar with you called "Test Shared Calendar".	I'd like to share my calendar with you
You'll be able to view, edit, and delete events on this calendar	Test Carmine (testcarmine@uwinnipeg.ca) would like to share an Outlook calendar with you called "Test Shared Calendar"
	You'll be able to view, edit, and delete events on this calendar.
	View calendar

*** Note: if you have a Pop up blocker the window may be blocked, you can either unblock it or just go to the Calendar. ***

- . ✓ March 2022 ↑ ↓ Sunday Monda Tuesday S M T W T F S 88 Feb 27 28 Mar 1 27 28 1 2 3 4 5 6 7 8 9 10 11 12 n 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 6 Mar 7 8 AM 📝 Test Event Add calendar ✓ My calendars Calendar 16 14 15 13 United States holidays Birthdays People's calendars 0 Test Shared Calenda 20 21 22 23
- Under *People's calendars*, you will see your uniquely named Shared Calendar.