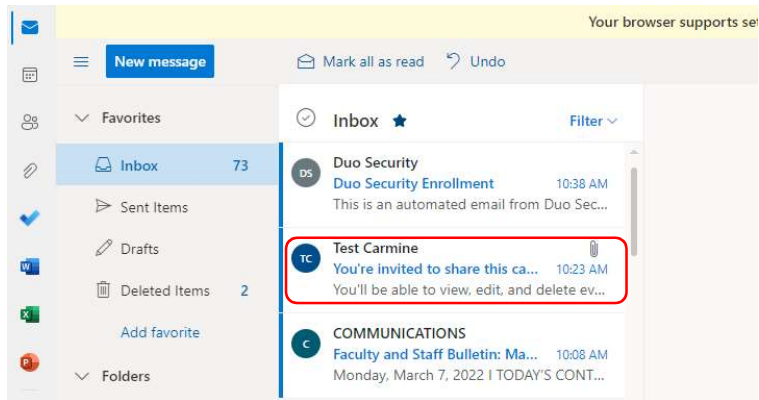


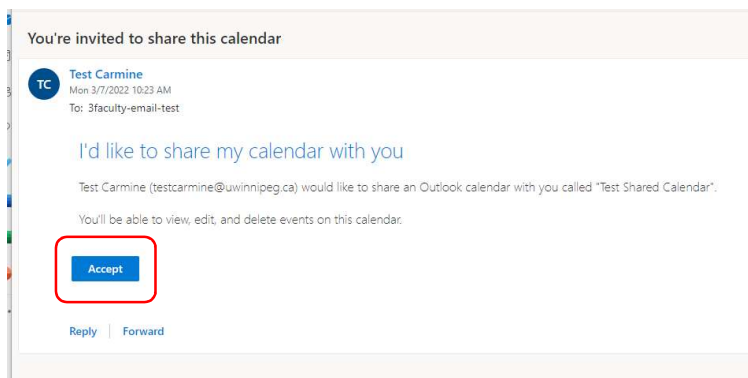


How to open a Shared Calendar - Office 365 Online

- Open a web browser (**Firefox/Chrome/Edge/Safari**)
- Visit <https://outlook.office.com>
- 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...”**

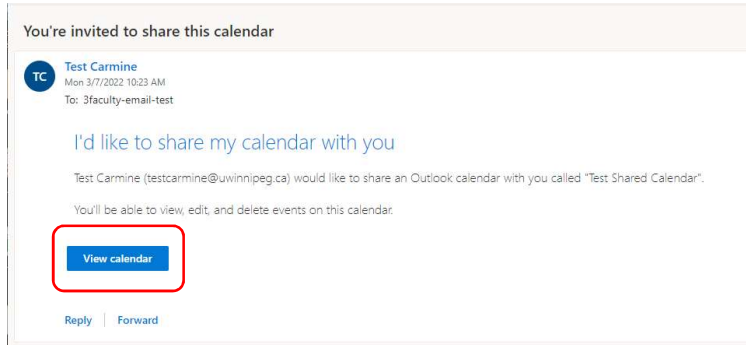


- Click on **Accept**





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



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

- Under **People's calendars**, you will see your uniquely named Shared Calendar.

