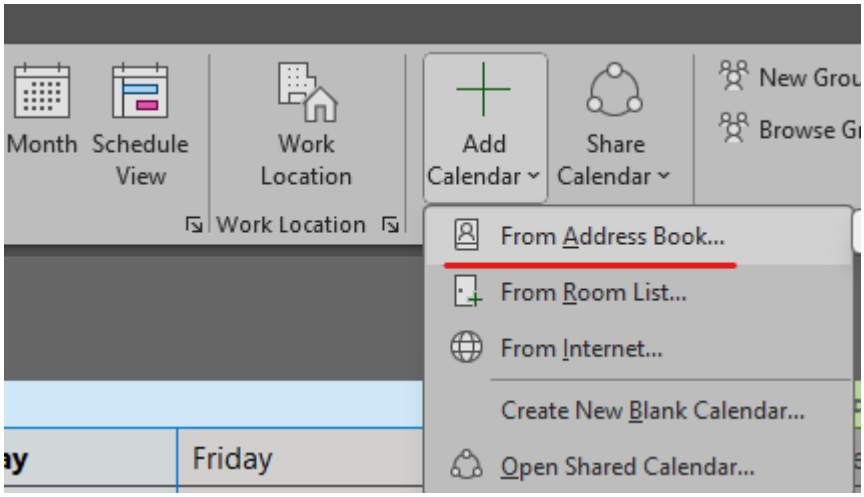
Open Shared Calendar in Outlook

Brian - 2026-11-09 - Email and Collaboration

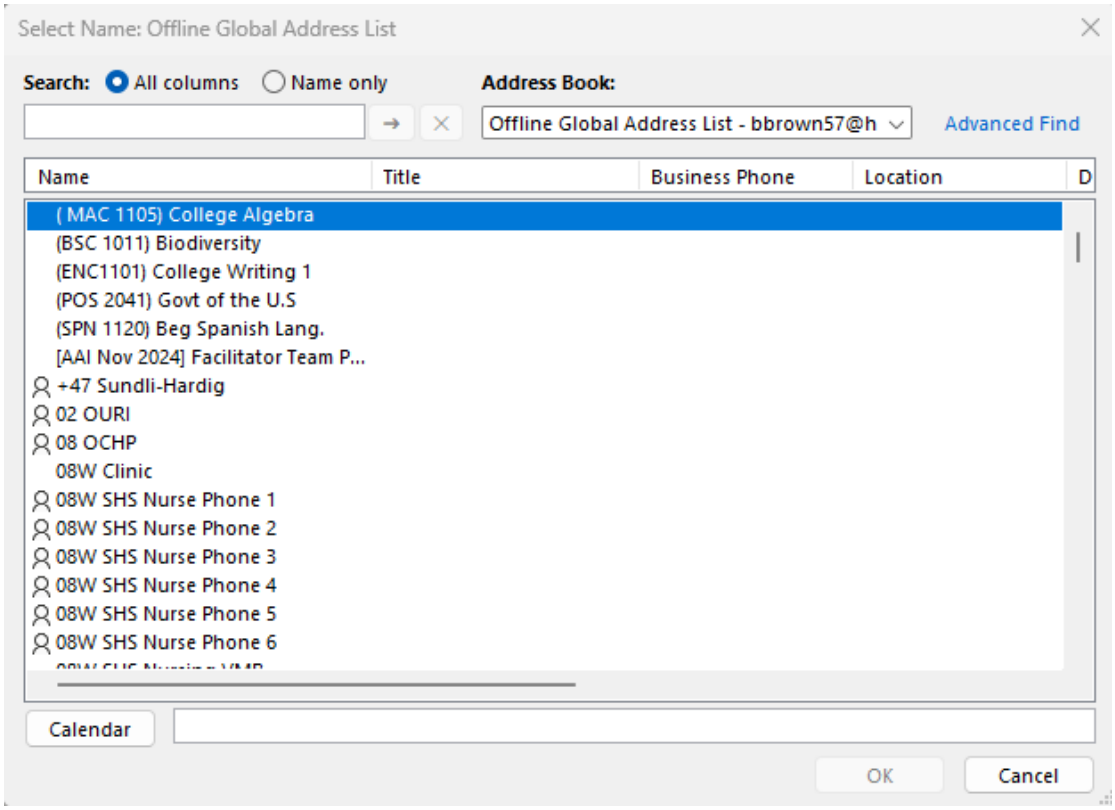
This guide shows how to add a shared calendar to your Outlook app.

1. Click on the Calendar Tab in Outlook to open the calendar.

2. Click on Add Calendar in the ribbon at the top and select.



1. Search for the shared calendar name and double click it once found.



1. The calendar will automatically open but it can be found on the left panel under Shared Calendars to enable or disabled.

2. If permissions allow, events can be booked directly on a shared calendar in the same way events are booked on a personal calendar.