




Opening a Shared Calendar

When a calendar is shared with you, you will receive a Sharing Invitation in your Inbox. These instructions will guide you in responding to a Sharing Invitation.

1. Open Outlook 2016	
2. To switch to your calendar, click the Calendar icon,  (lower left corner of your screen)	
3. On the Home tab, click Open Calendar	
4. From the menu, click Open Shared Calendar	
5. When the window opens, <ul style="list-style-type: none"> • Enter the name of person • Click OK 	
6. From the Check Names box, <ul style="list-style-type: none"> • Select the desired person • Click OK 	
7. Shared calendars appear in the Folder pane on the left and below the calendar thumbnails.	
8. To view a shared calendar, click the desired calendar	

9. The shared calendar will open.

