Responding to a Sharing Invitation

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. From your Outlook email, double-click the sharing invitation email

2. When the email opens in a new window, click the button, Open this Calendar

3. The shared calendar opens.

4. If the shared calendar does not open, navigate to your calendar. Click the Calendar icon (lower left calendar)

5. On the Home tab, click Open Calendar

6. From the menu, click Open Shared Calendar

7. When the window opens,
   - Enter the name of person
   - Click OK
8. From the **Check Names** box,  
   - Select the desired person  
   - Click **OK**

![Check Names](image)

9. Shared calendars appear in the Folder pane on the left and below the calendar thumbnails.

![Shared Calendars](image)

10. To view a shared calendar, click the desired calendar

![Calendar](image)

11. The shared calendar will open.