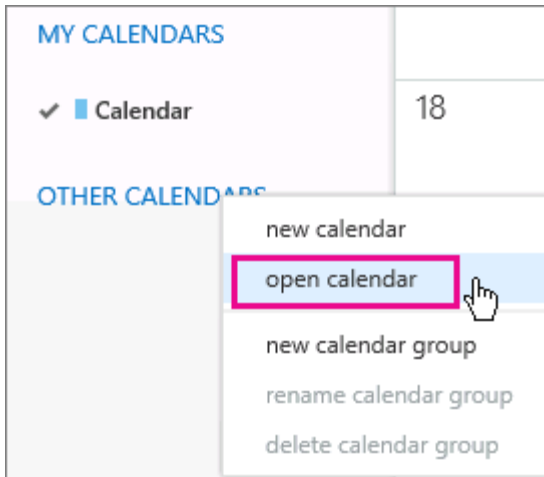
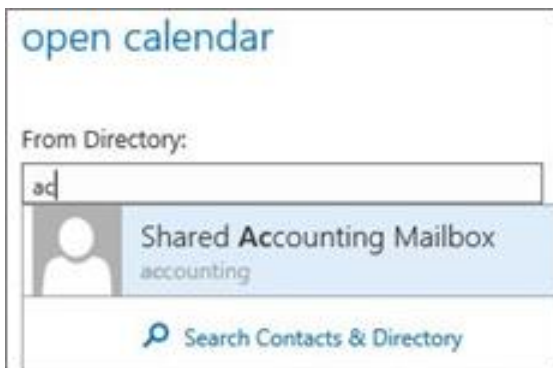


How to Open a Shared Calendar in Office 365

1. Sign in to Office 365 account.
2. Right-click **OTHER CALENDARS**, and then click **Open calendar**.



3. In **From Directory**, search for the shared calendar you want to open. Select the shared mailbox you want to open and click **Open**.



4. The shared calendar displays in your Calendar folder list.

