How to open a Shared Calendar

How to open a shared calendar from Outlook 2010:

1) Click on Calendar,
2) Then click on Open Calendar, and then select “From Address Book”

3) Search for the name of the person or shared calendar you want to open, then double click on their name, and then click OK.
How to open a shared calendar from Outlook Web Access

1) First, log in to Outlook Web Access at [http://mail.odu.edu](http://mail.odu.edu) or [http://webmail.odu.edu](http://webmail.odu.edu)

2) Then click on Calendar

3) On the left will be a list of your calendar, and any calendars that you already can open.

4) Where it says “My Calendars”, “People’s Calendars”, “Rooms”, or “Other Calendars”, right click and then select Add Calendar:
5) On the Add Calendar window, enter in the email address or name of the calendar you want to open. This can be a person who has given you access to their calendar, or a shared account to which you have access. Then click OK.

6) After you click OK, it will resolve the name or email address to the account, and then click OK again.
7) After that you will be able to view the calendar in addition to your own: