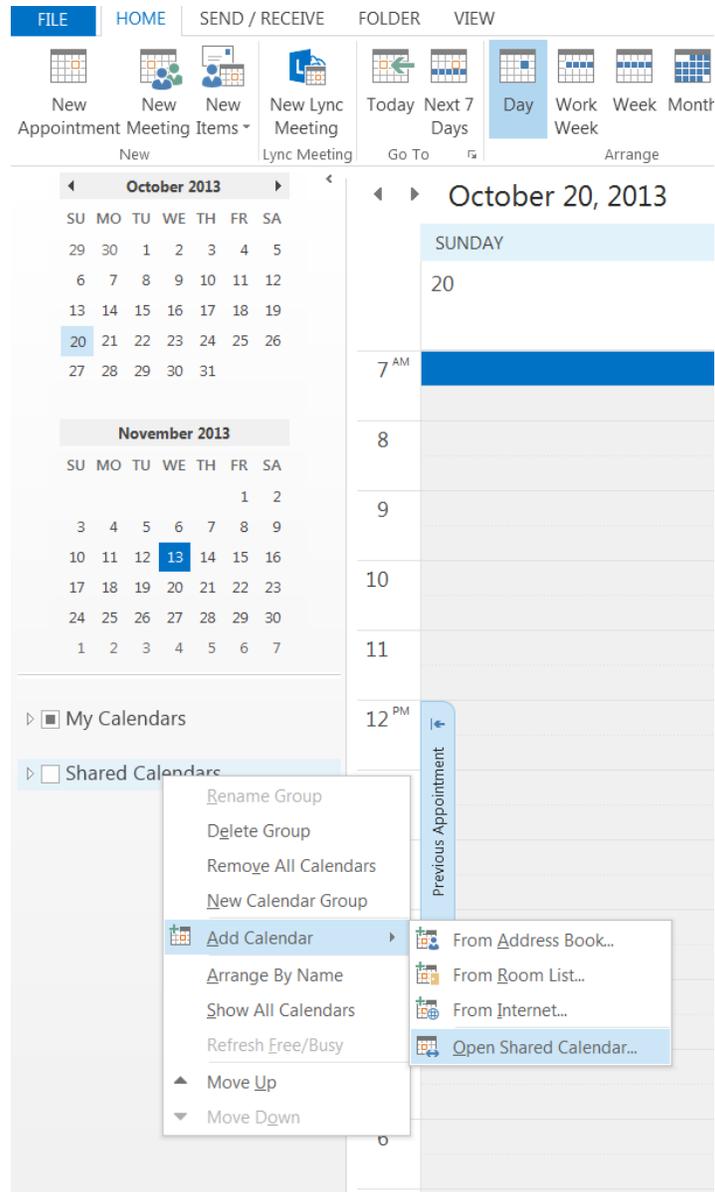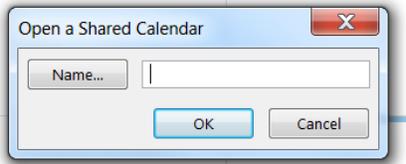# Information Services and Technology

Open a shared calendar

1) Sign into Outlook and go to the calendar. Right click on "Shared Calendars" select "Add Calendar" and select "Open Shared Calendar"
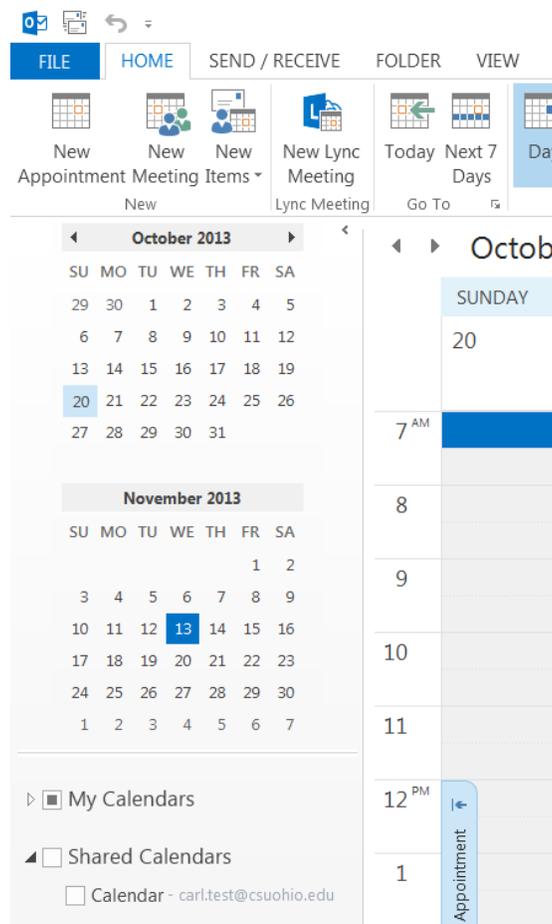
2) A pop-up will appear, enter the email address of the account you have been granted access to and select "OK"

3) The calendar will be added to the list and access will be based upon the level you were granted by the owner.

NOTE: In order for entries to be viewable by the owner, the shared calendar must be listed under "Shared Calendars". If listed under "My Calendars" the entries made will only be viewable by the person entering them, they will not be shared.