

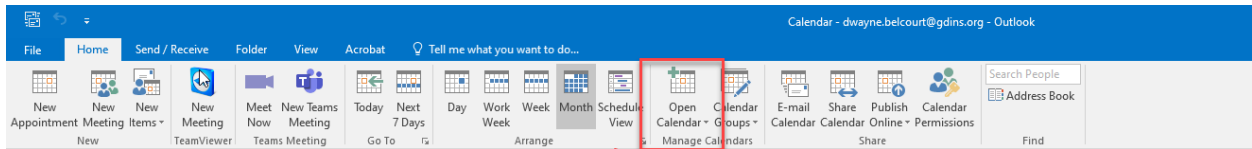
Opening a Shared Calendar in Outlook 2016 and Up - Windows

1. To open a shared calendar you must first switch to the calendar view in Outlook.



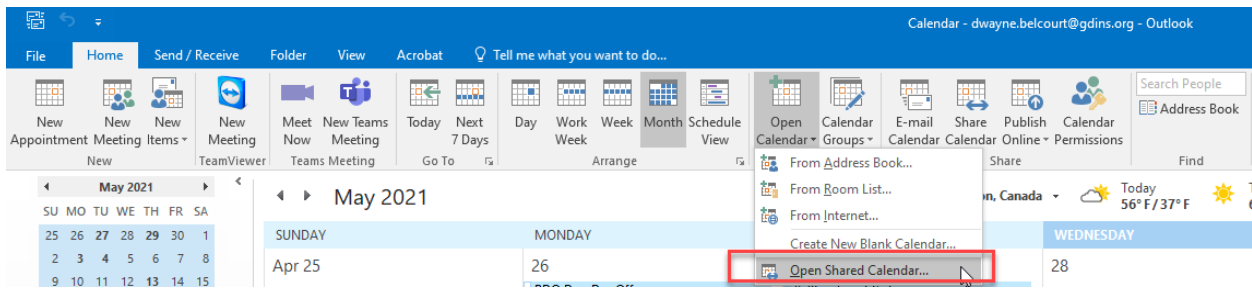
Click on the Calendar Icon to switch to calendar view

2. Once you click on the Calendar view you will see this window

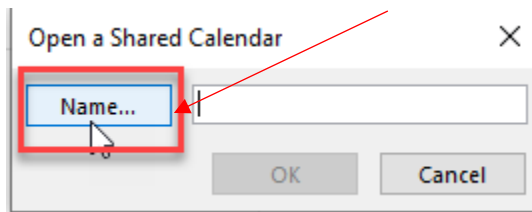


Click on the Open Calendar

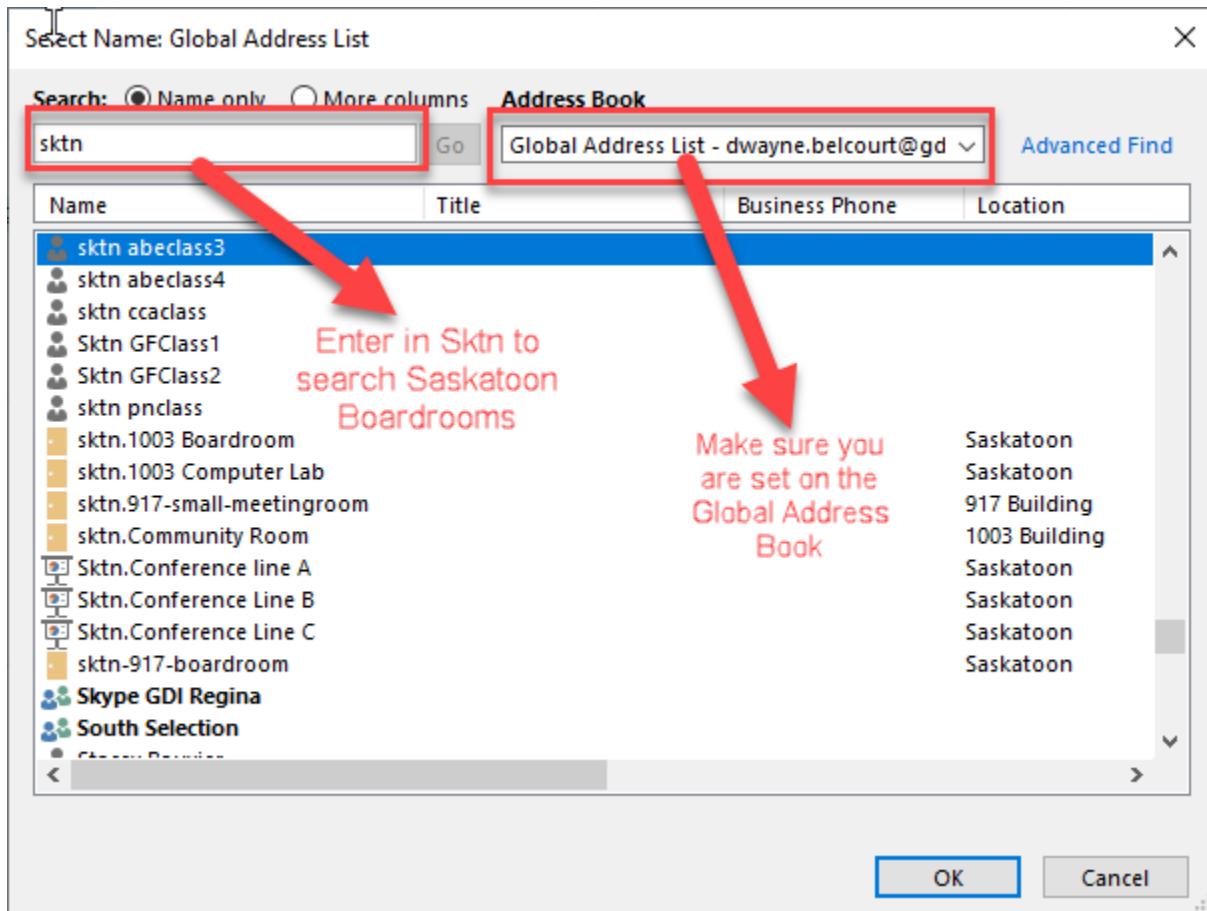
3. You will get a dropdown, you want to select the open shared calendar



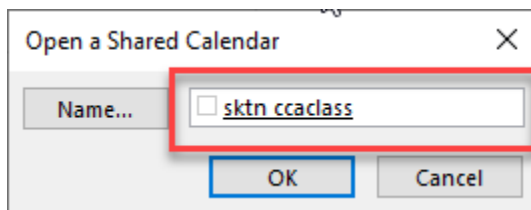
4. Once you click on the Open Shared Calendar icon you will get a popup for the address book and you want to click on the Name Button



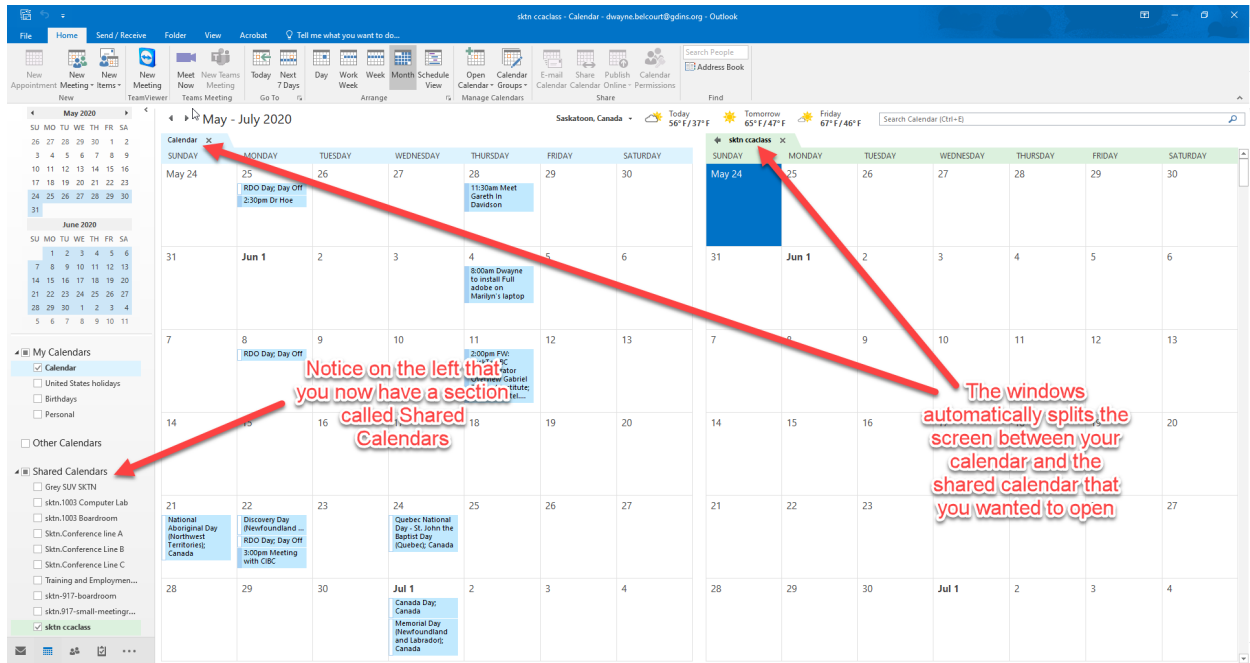
5. You will get the Address book popup.



6. Select from the address book which calendar you would like to open and hit ok. Notice that the boardroom that you selected is not displayed



7. Click ok and you will see the screen below



8. You have now opened up a shared calendar you can open as many as you like as long as they are shared.