View a shared calendar in OWA

1. Navigate to https://outlook.office365.com and login, if prompted.
2. In the App list in the top-left corner, select Calendar
3. The Outlook Calendar view will appear. At the top of the page, click **Add Calendar**, then select **From directory** from the drop-down list.

4. A small window will appear. In the **From directory** field, enter the full resource name of the calendar you want to add, or start typing part of the calendar name and select **Search Directory** for a complete list.

5. After you've selected the calendar you want to add, click **Open**. The calendar will start loading in the background. **a.** Depending on the size and number of events in the calendar, it may take a few minutes to populate.

Related articles

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