

How to Open a Shared Calendar in the Mobile Outlook App



Before You Begin

- You must have the Outlook App on your mobile device installed and set up for use.
- You must have a "[Sharing Invitation](#)" from the owner of the shared calendar currently in your inbox.

See Also: [How to Share Your Outlook Calendar with Another Party](#)

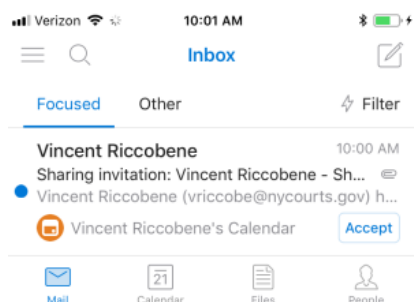
1. Open the Outlook App on your Mobile Device

The outlook icon looks like this:



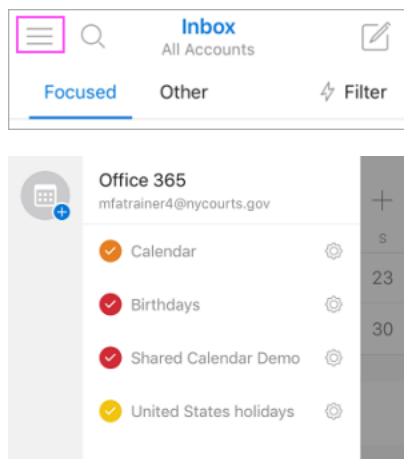
2. Locate the "Sharing Invitation" email in your inbox and tap to Accept.

This will add the shared calendar to your list.



3. Tap CALENDAR to view your calendar.

Events from **all** calendars you have access to will be displayed.



Related articles

- [How to Login to Your NYCOURTS.GOV Email Account](#)
- [How to Disable Microsoft Viva - Your daily briefing](#)
- [Outlook Training and Quick Start Guides](#)
- [How to Set an Automatic Reply Message in Outlook](#)
- [How to Open a Shared Calendar in the Mobile Outlook App](#)