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.

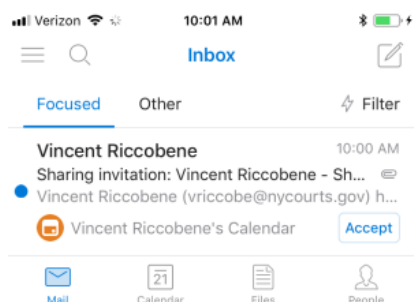**See Also:** How to Share Your Outlook Calendar with Another Party

1. Open the Outlook App on your Mobile Device

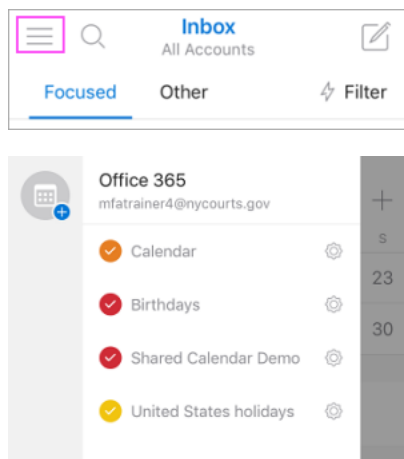*The outlook icon looks like this:*

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