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.

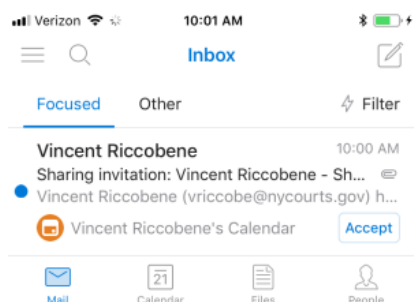**See Also:** How to Share Your Outlook Calendar with Another Party

1. Open the Outlook App on your Mobile Device
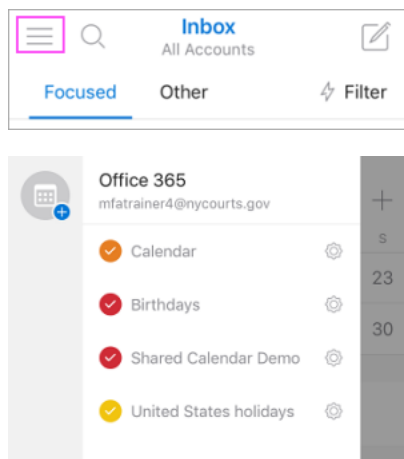
The outlook icon looks like this:

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.*

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