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## Open Shared Calendar Outlook for the Web

Roland Nowak - 2025-04-14 - Outlook

Follow the steps below to add another users shared calendar to your Outlook on the web and Outlook desktop app.

- Login to Outlook for the web https://outlook.office365,com with your email address and then select Calendar icon, then select Add calendar
- 2. **Select Add from directory** Use your email address in the Please select an account to search from
- 3. Enter the name, email address of the users calendar to be added
- 4. **Once the other users shared calendar has been added** then select Other calendars from the dropdown box and select Add.
- 5. **The calendar will appear** in the web app and appear in Outlook desktop app as an additional calendar.