

## Open Shared Calendar Outlook for the Web

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

1. **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.