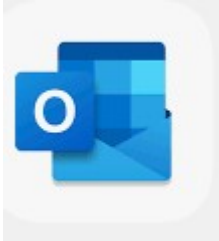


ADDING A SHARED CALENDAR OUTLOOK APP (iPhone)

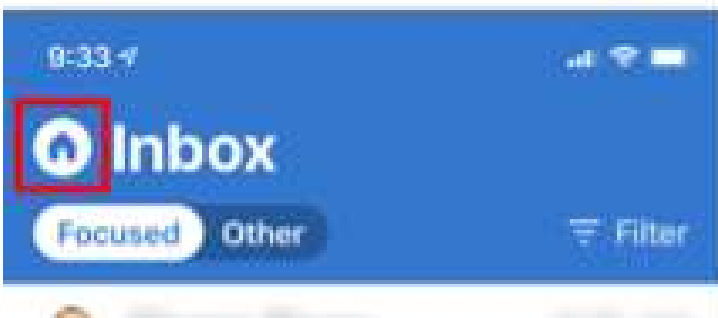
1. Open the Outlook app on the phone



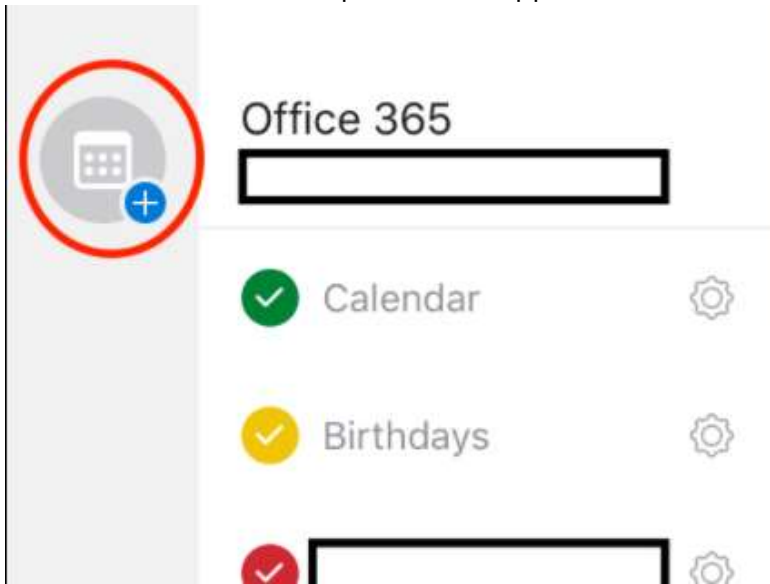
2. Tap the calendar icon on the bottom of the mailbox window



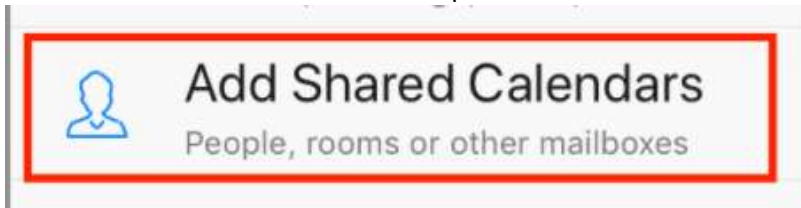
3. Tap the icon in the Upper left corner to get to calendar options



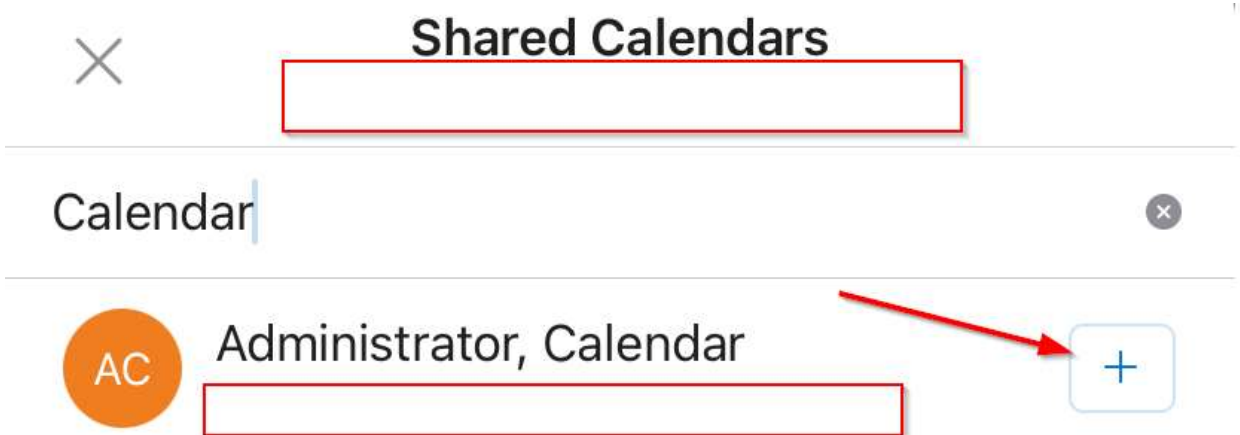
4. Select the Add Calendar option in the upper left corner



5. Select the Add Shared Calendars option



6. Type the name of the calendar you want to add and then select the Plus icon to the right of the name



7. Verify that calendar was added

The image shows a screenshot of the Office 365 calendar settings interface. At the top, there is a header area with a calendar icon and a plus sign, followed by the text "Office 365" and a rectangular input field. Below this, a list of calendars is displayed, each with a colored checkmark icon, a name, and a gear icon for settings. The items in the list are: "Calendar" (green checkmark), "Birthdays" (yellow checkmark), an empty field (pink circle), another empty field (orange circle), "User's Shared Calendar added here" (red checkmark, circled in red), and "United States hol..." (green checkmark).

Calendar Name	Status	Settings
Calendar	Checked (Green)	Settings (Gear)
Birthdays	Checked (Yellow)	Settings (Gear)
[Redacted]	Not Checked (Pink)	Settings (Gear)
[Redacted]	Not Checked (Orange)	Settings (Gear)
User's Shared Calendar added here	Checked (Red)	Settings (Gear)
United States hol...	Checked (Green)	Settings (Gear)