



Outlook for iOS/Android App

Adding and Removing a Shared Calendar on Outlook for iOS/Android

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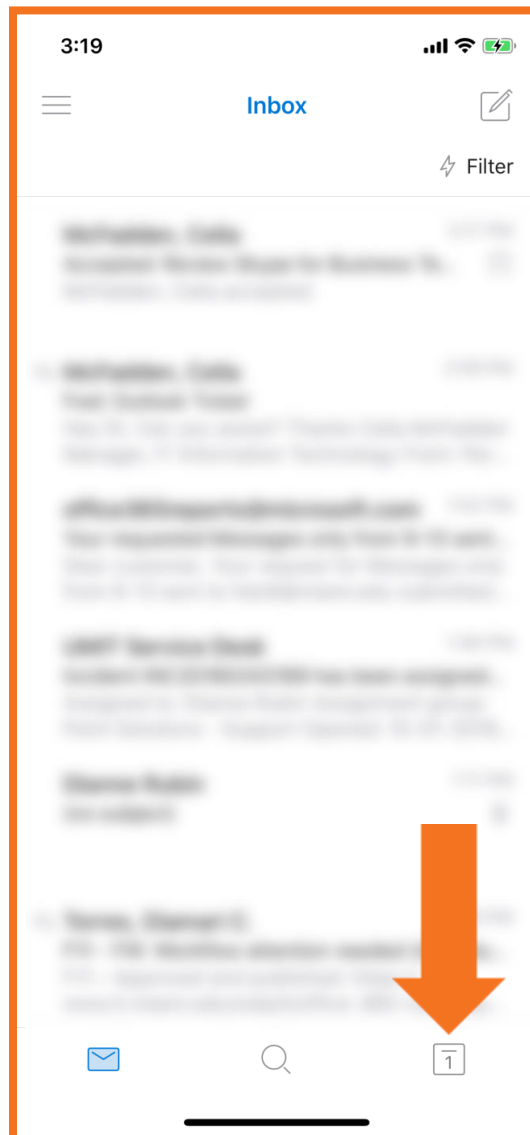
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Sharing and Opening a Calendar on Outlook for iOS/Android

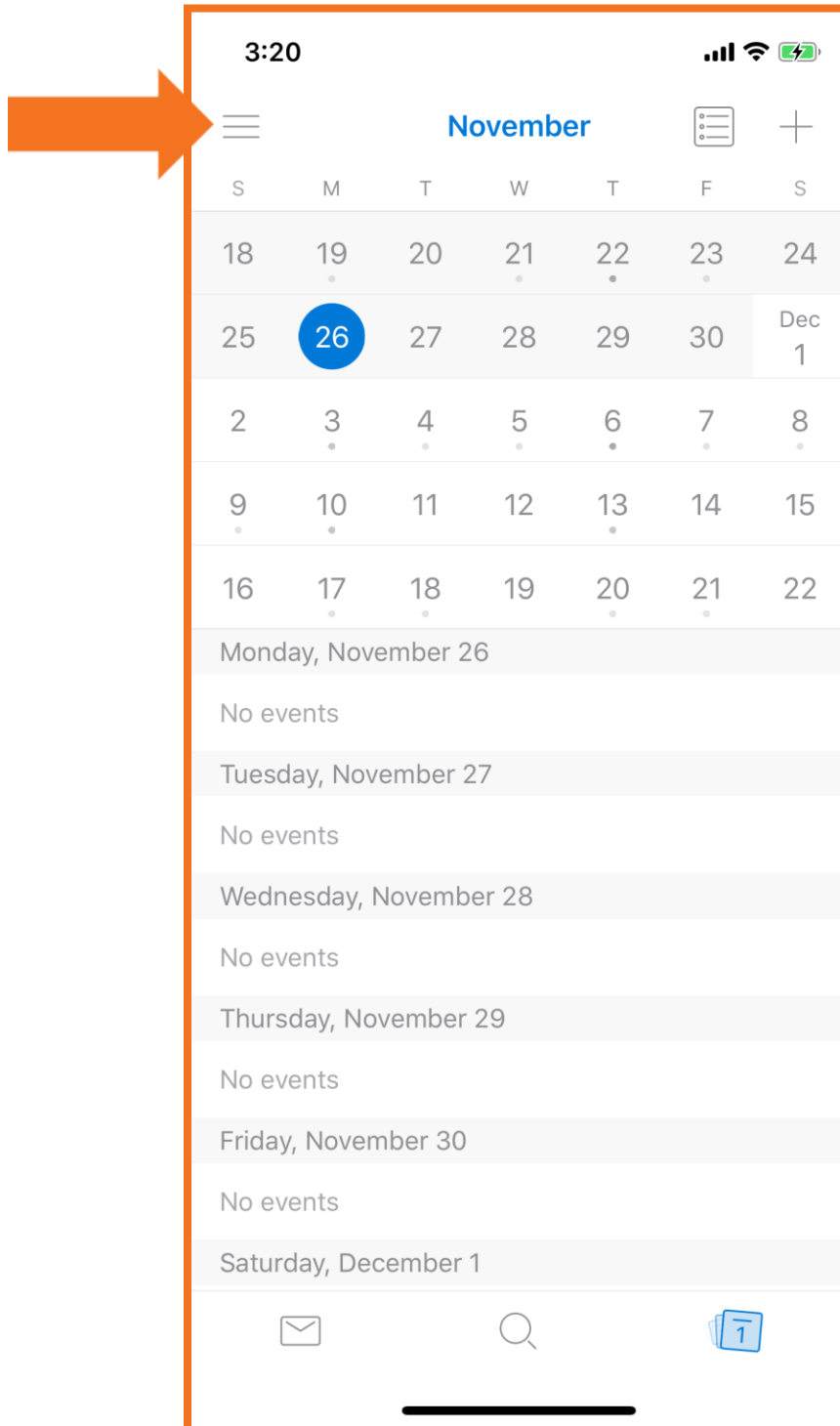
To open a shared calendar on the Outlook for iOS/Android app, you will first need to ensure you have the latest version of the Outlook for iOS/Android app. Check for updates in your phone's App Store.

Opening a Shared Calendar

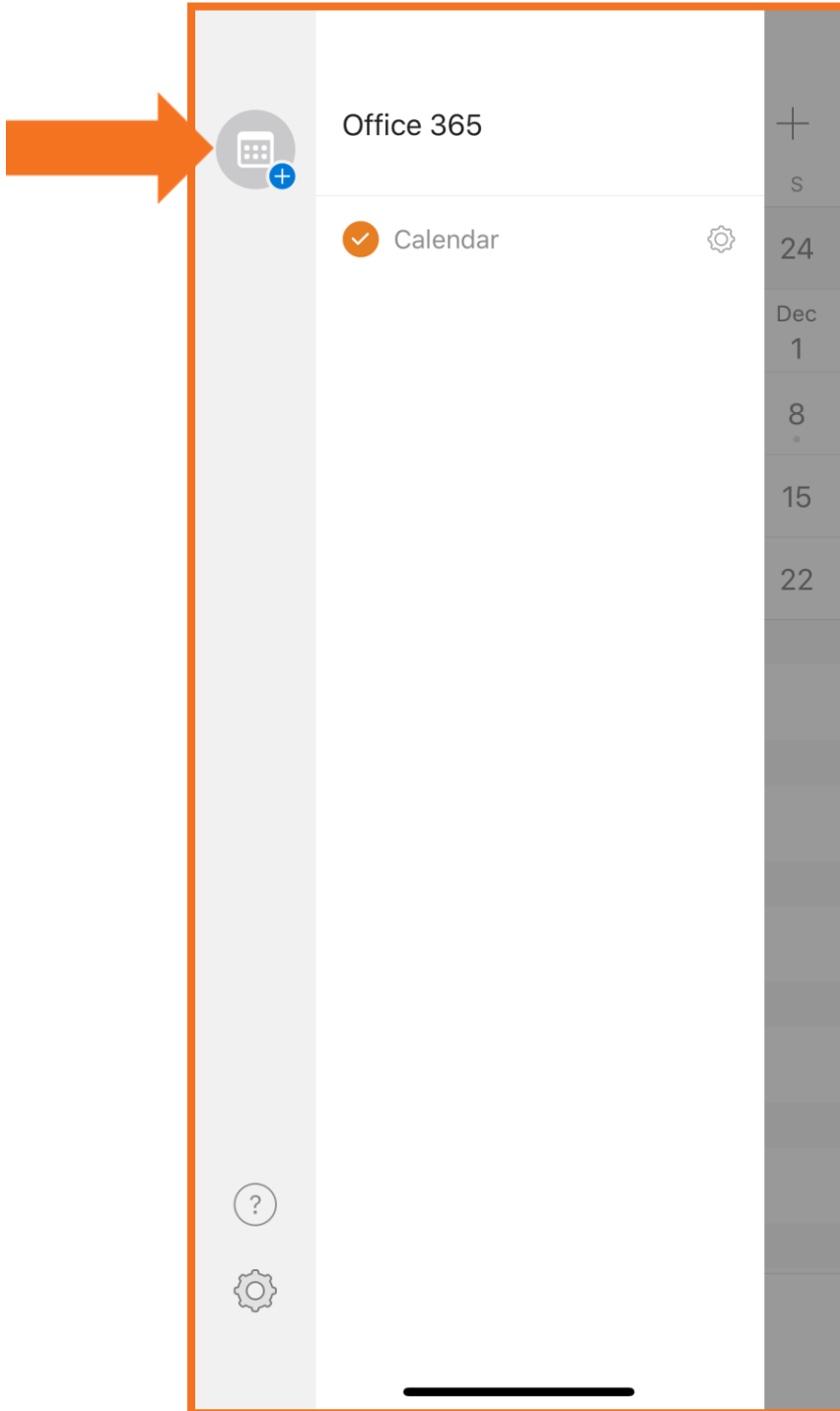
1. Open the Outlook for iOS/Android app.
2. Tap the **Calendar** icon.



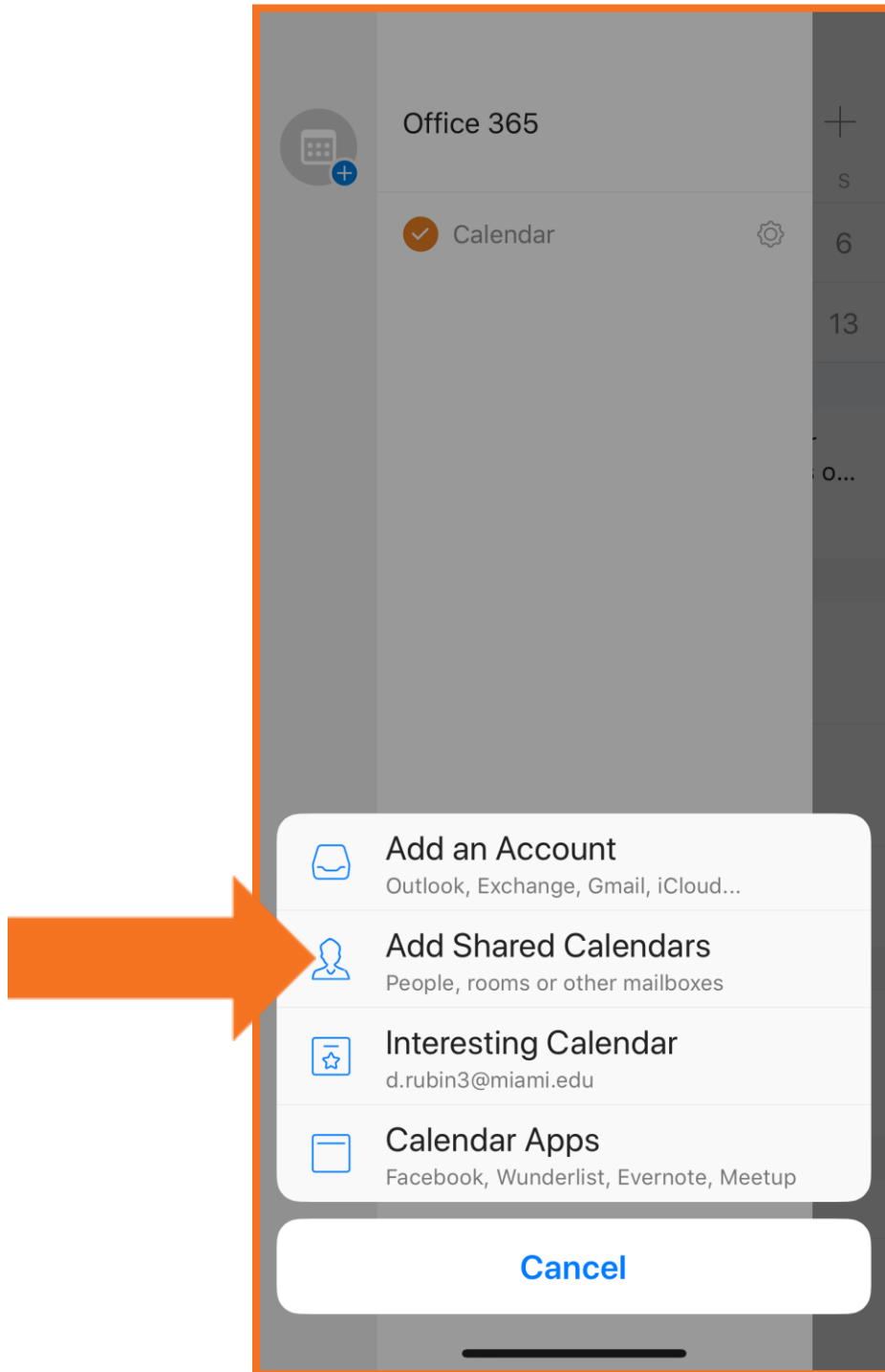
3. Tap the three lines in the top left-hand corner.



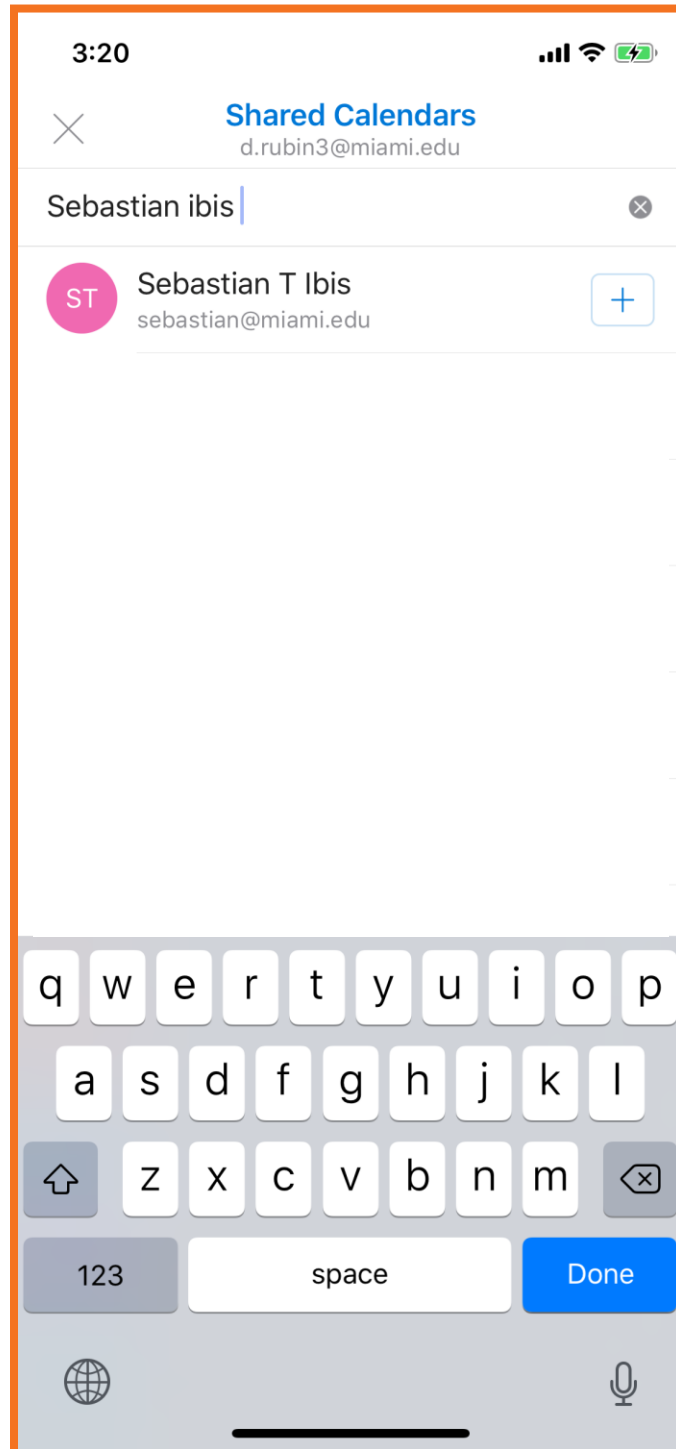
4. Tap the **Add Calendar** icon.



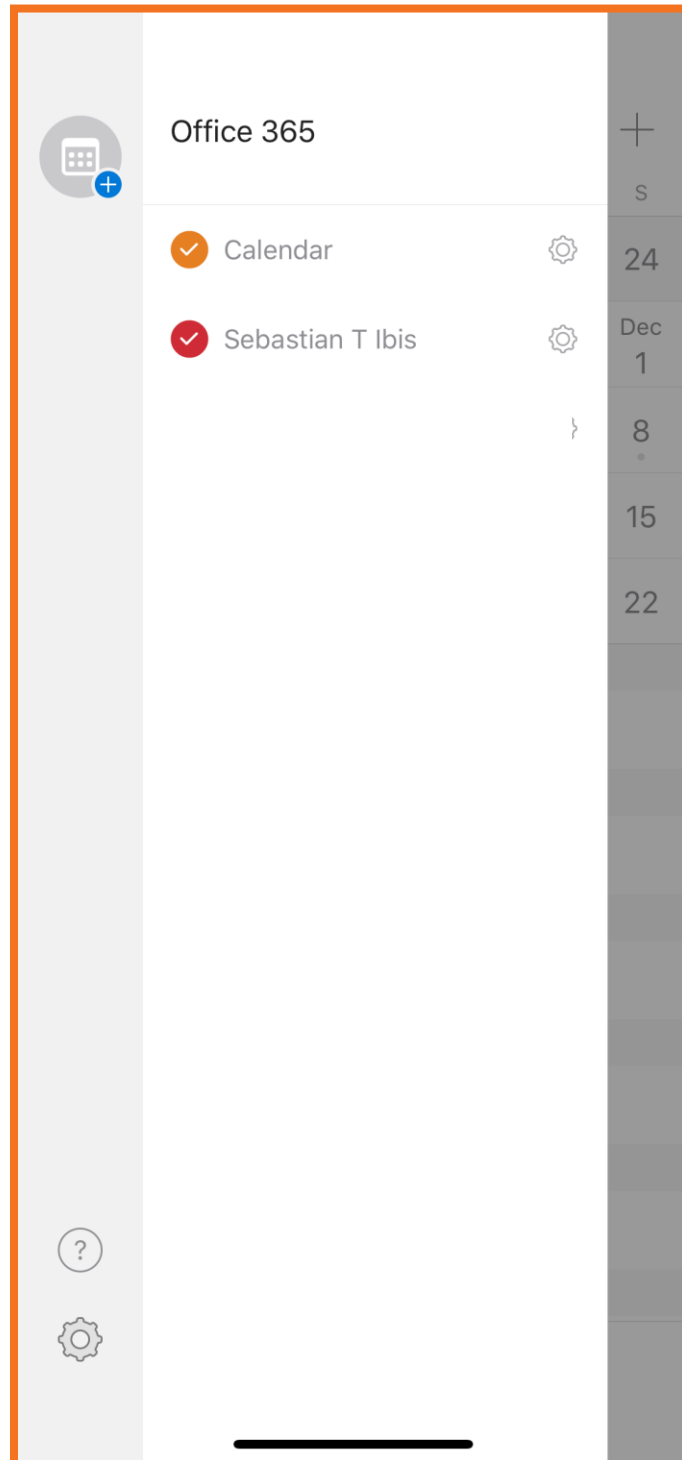
5. Tap **Add Shared Calendars**.



6. Search for the desired person, mailbox, or room and tap the **+ sign** to add the calendar.



7. The shared calendar should appear in the list of calendars.



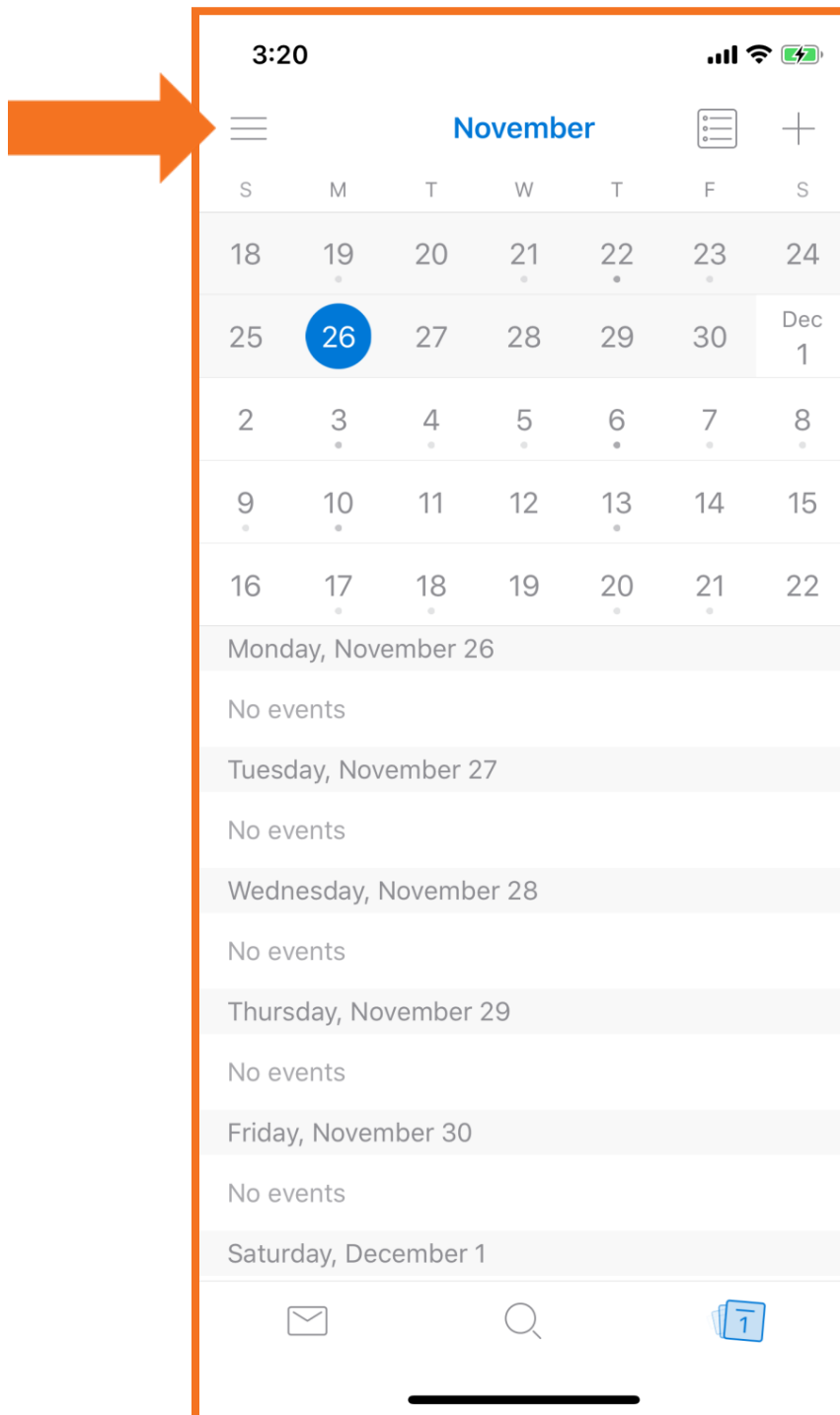
Removing a Shared Calendar on Outlook for iOS/Android

Removing a Shared Calendar on Outlook for iOS/Android

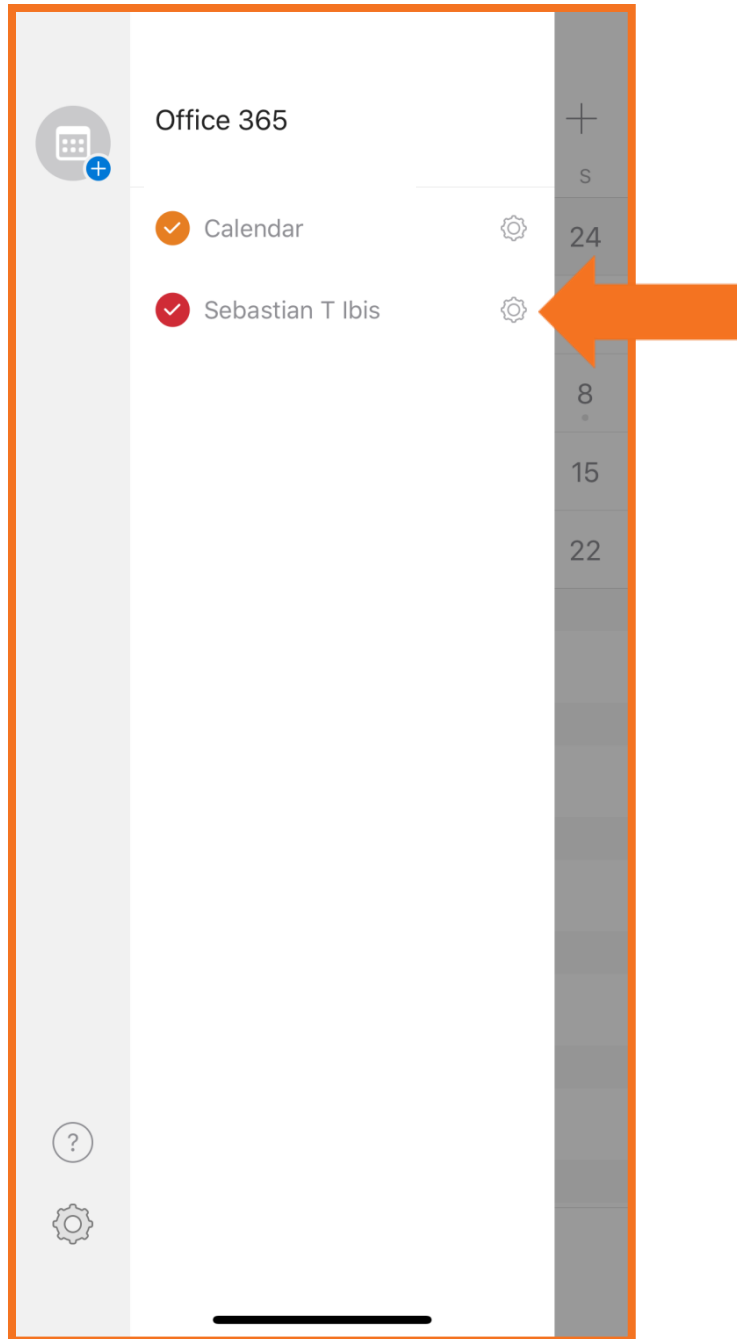
1. Open the Outlook for iOS/Android app on your phone.
2. Tap **Calendar** at the bottom of the screen.



3. Tap the three lines in the top left-hand corner. The shared calendar should appear in the list of calendars.



4. Tap the **gear icon** to the right of the calendar you wish to remove.



5. Tap **Remove Shared Calendar** on the screen that appears.

