Outlook for iOS/Android App

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

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.