

Add a Shared Calendar to Outlook 2016

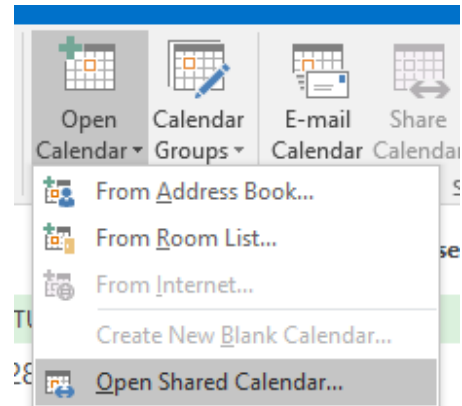
Open Outlook 2016 on your PC.



Select the calendar icon from the bottom left corner.



Select 'Open Shared Calendar'.



Type in the name of the shared calendar that you have access to.

