

1. Open the Outlook app

 $\sim$ 

- 2. Tap the **Calendar** Icon at the bottom of the app.
- 3. Tap the **Menu** Icon in the upper right-hand corner of the app.

Q



**TODAY · THURSDAY, APRIL 4** 

4. Tap the Add Calendar Icon



- 5. Tap Add a shared calendar
  - Add an account Outlook, Exchange, Gmail, iCloud...
    Add a shared calendar People, rooms, and mailboxes
    Interesting Calendars Holidays, TV, sports, and more
    Calendar apps Connect your favorite apps

- 6. In the search box, enter MHD-<name of calendar>
- 7. Once the desired calendar appears in the list, tap the plus [+] button next to it



8. You will now see that shared calendar in the left and side menu. You can show or hide any calendar by checking/unchecking the box near it.



9. When adding an appointment to a calendar, you can choose which calendar to add to by tapping the down arrow on the New Event window. You will only be allowed to choose calendars you have appropriate permissions on.

B	💐 😤 💷 📶 89% 🗎 10:11 AM
	Office 365 (joe.dragon@minnstate.edu)
•	Calendar
<b></b>	Office 365 (@mnstate.edu) Calendar
0	All Day Event
	Date Time Sun, Mar 17 11:00 AM ► 12:00 PM 18 days ago Duration: 1 hour
0	Location
3	Skype Meeting
(T)	() () () () () () () () () () () () () (
1	2 3 4 5 6 7 8 9 0
Q <sup>*</sup>	$ \overset{*}{\mathbf{H}} \stackrel{*}{\mathbf{E}} \overset{*}{\mathbf{R}} \overset{*}{\mathbf{R}} \overset{*}{\mathbf{T}} \overset{*}{\mathbf{Y}} \overset{*}{\mathbf{U}} \overset{*}{\mathbf{I}} \overset{*}{\mathbf{O}} \overset{I}{\mathbf{P}} $
A	<sup>®</sup> D <sup>*</sup> F <sup>*</sup> G <sup>*</sup> H <sup>*</sup> J <sup>*</sup> K <sup>*</sup> L <sup>*</sup>
Ŷ	Z X C V B N M 🖾
!#1	, English (US) . Done

## **For More Information**

Please contact Information Technology Services at <u>support@mnstate.edu</u> or 218.477.2603 if you have questions about this material.