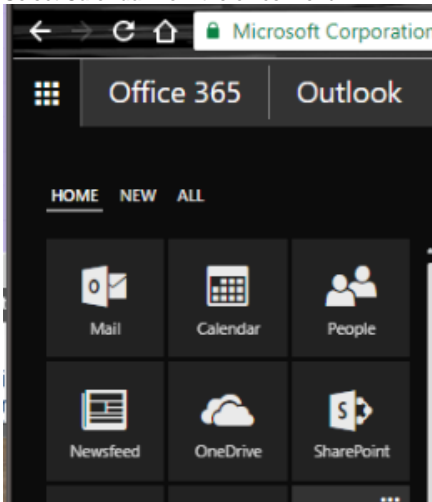


Adding a shared Calendar into Outlook Mobile App

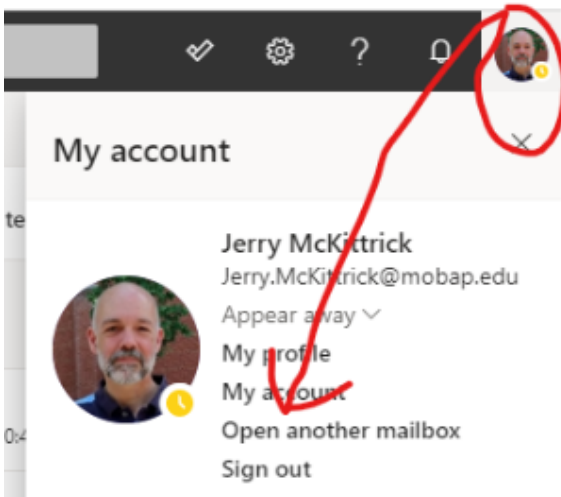
Microsoft added the ability to the Outlook app on Android and iOS to view and edit shared calendars in 2017. It can only open a calendar to which it has been invited. The step-by-step guide starts with sending that invite.

Step-by-step guide

1. Browse to Outlook on the Web at <https://outlook.office.com>
2. Sign on to the mailbox you want to share, or if you already have access to a shared mailbox, sign on to your own mailbox.
3. Select **Calendar** from the office menu

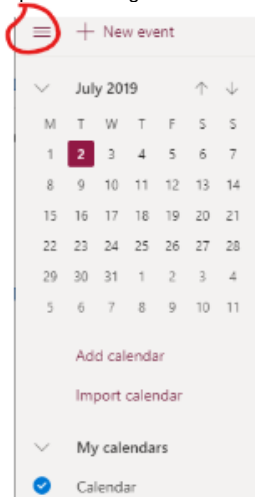


4. If you want to send the invitation to a shared calendar, open the shared calendar by clicking on your account icon and selecting "Open Other Mailbox"

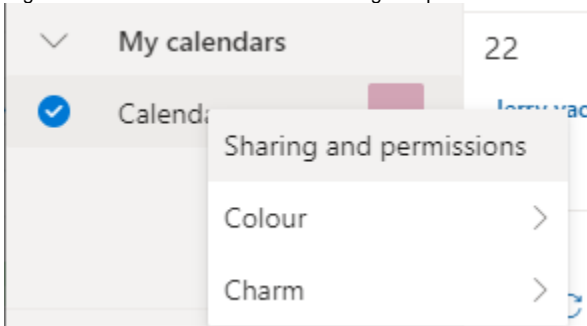


5. Enter the shared mailbox name or part of the name, select the mailbox when it appears in the search list, then click **Open**.

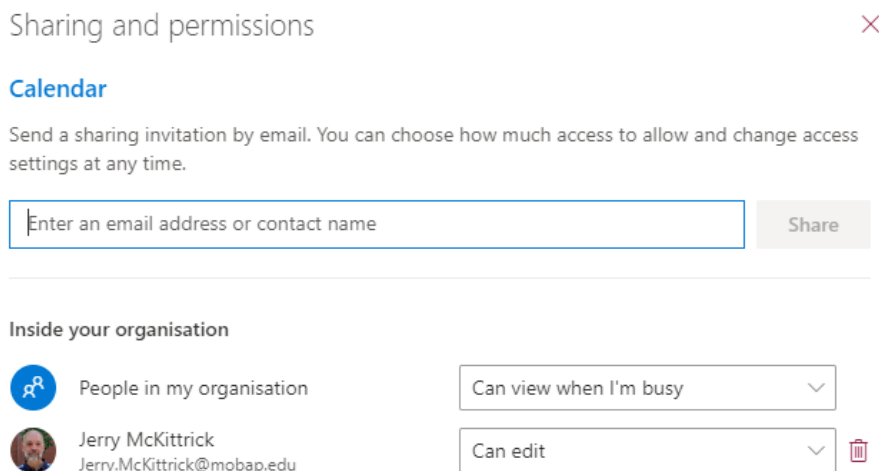
6. Open the navigation menu at left by clicking the menu button.



7. Right-click on Calendar and select Sharing and permissions



8. Enter the email address to share to, even if you already have permissions, and click **Share**. Remember, the Outlook mobile app needs an invitation in order to open the shared calendar. Set the permission level also, even if that has already been previously set.



9. Check your inbox from the Outlook mobile app and click **Accept** and then **View** to open the shared calendar in Outlook mobile.

Related articles

- [Email Signature](#)
- [Adding a shared mailbox into Outlook and Outlook on the Web](#)
- [Adding a shared Calendar into Outlook Mobile App](#)
- [Change Email Profile Photo](#)
- [Junk email settings](#)