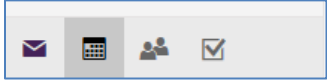
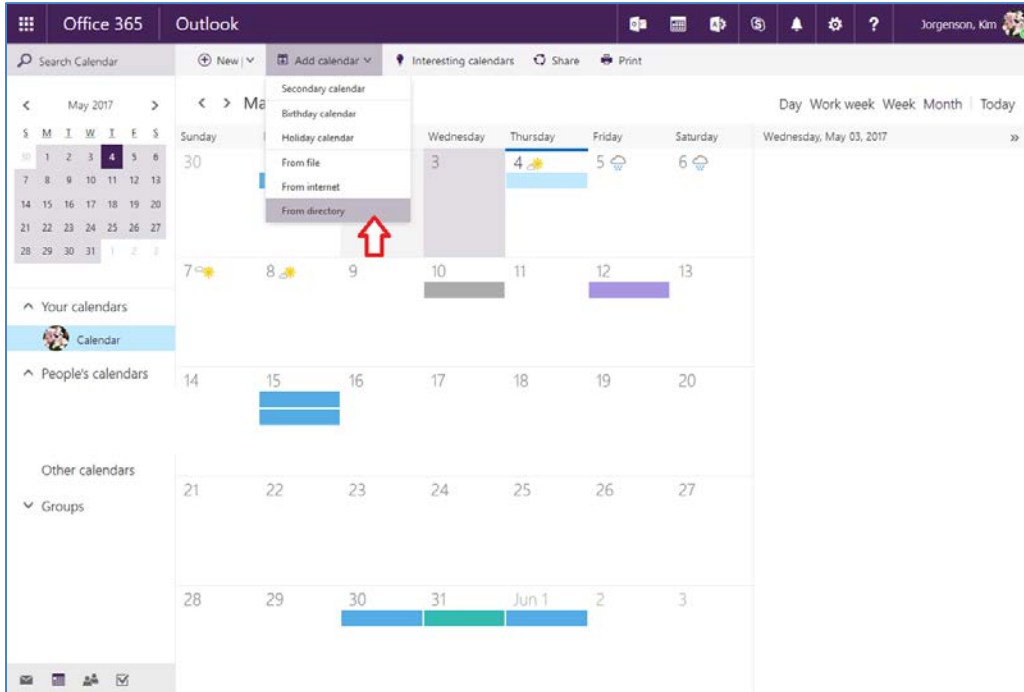


Opening Shared Calendars in Outlook (OWA):

1. Log into your APSU email at mail.apsu.edu.
2. Go to the **Calendar** app.



3. Click **Add Calendar** along the top ribbon and choose **From directory**.



4. Input the name of the user whose calendar you wish to access and press **Enter**. If that user has shared any calendars with you, they will open and load.

