

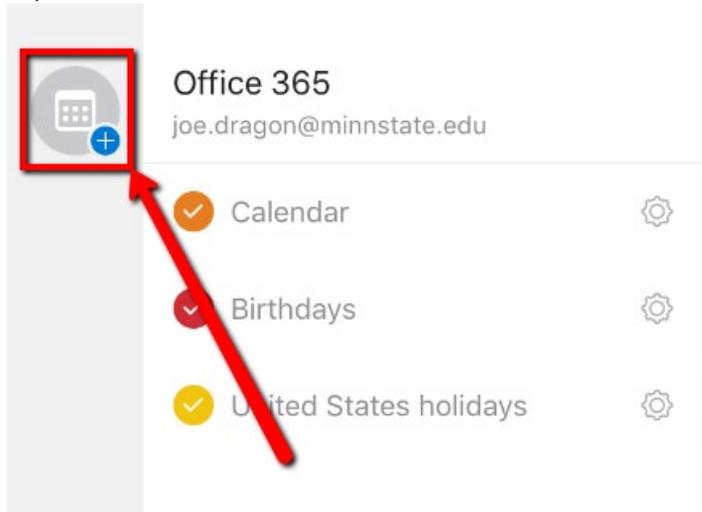
1. Open the Outlook app
2. Tap the **Calendar** Icon at the bottom of the app.



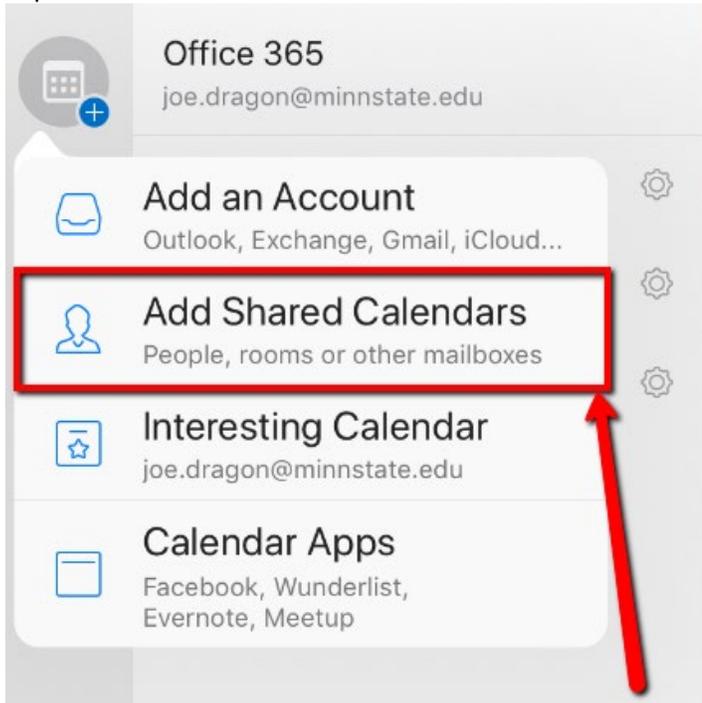
3. Tap the **User** Icon in the upper right-hand corner of the app.



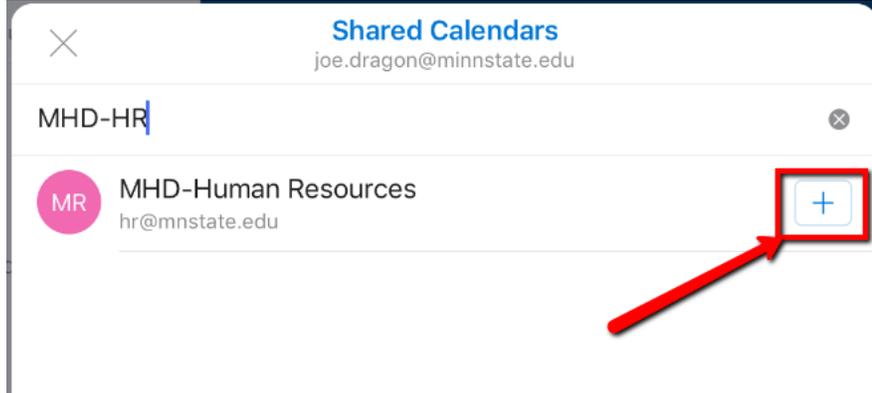
4. Tap the **Add Calendar** Icon



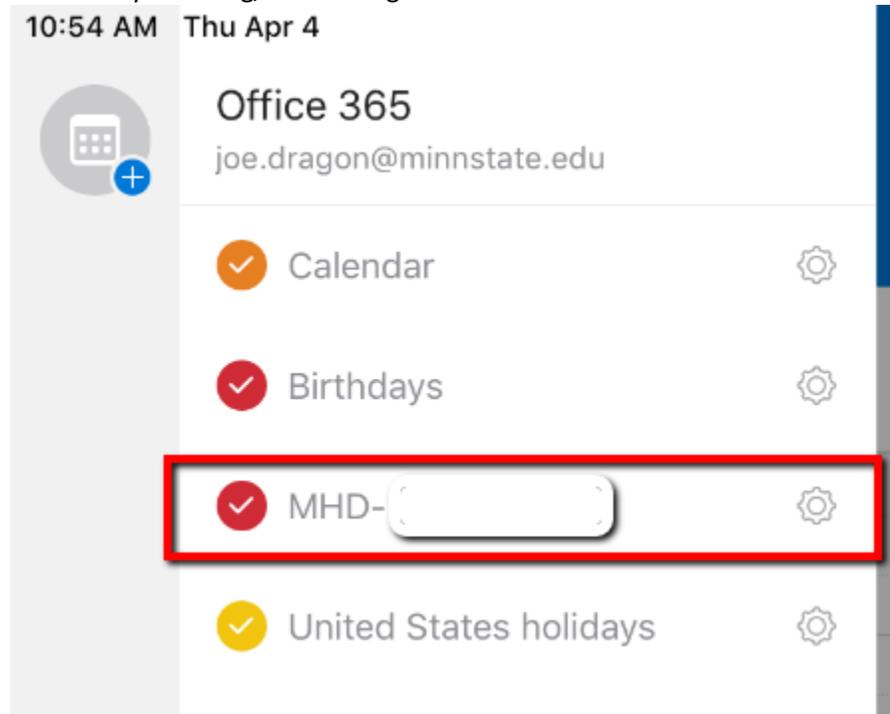
5. Tap **Add Shared Calendars**



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.



For More Information

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