1. Open the Outlook app
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.
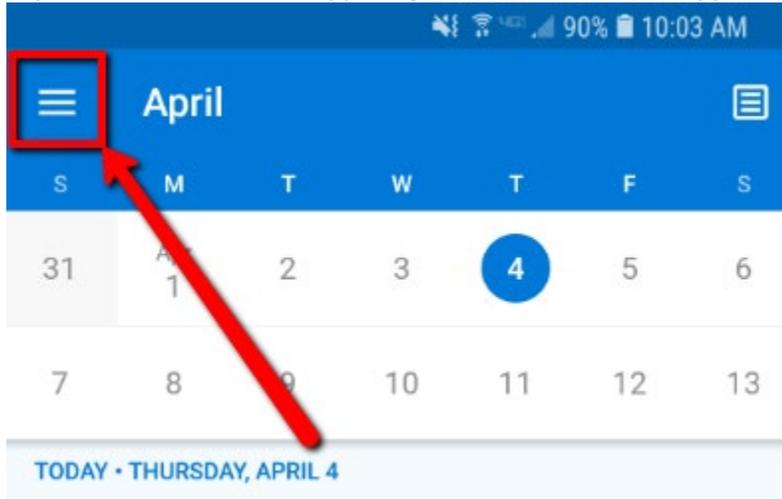
4. Tap the **Add Calendar** Icon
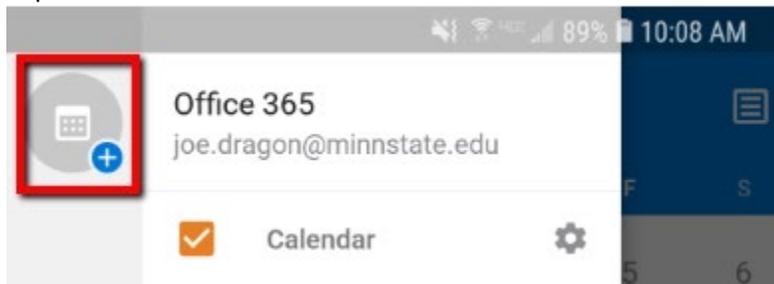
5. Tap Add a shared calendar
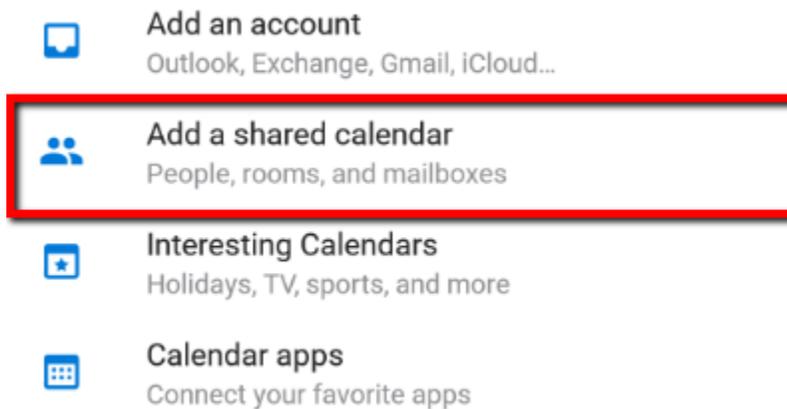
6. In the search box, enter MHD-<name of calendar>
7. Once the desired calendar appears in the list, tap the plus [+] button next to it
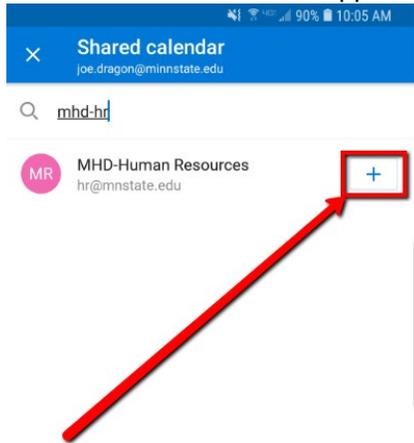
8. You will now see that shared calendar in the left and side menu. You can show or hide any calendar by checking/unchecking the box near it.
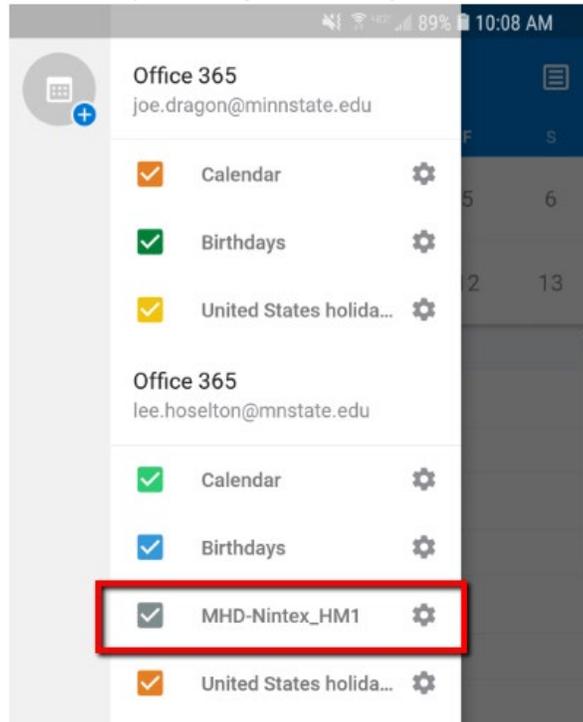
9. When adding an appointment to a calendar, you can choose which calendar to add to by tapping the down arrow on the New Event window. You will only be allowed to choose calendars you have appropriate permissions on.
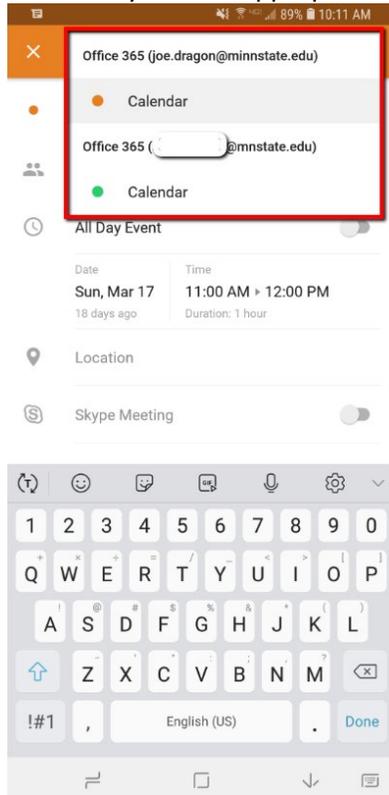
For More Information

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