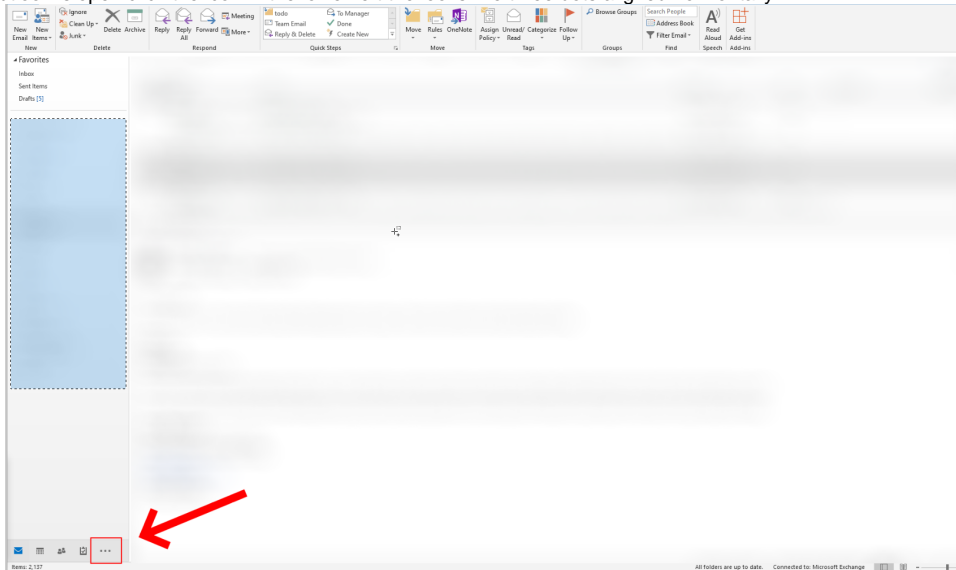


How to view a Shared Calendar

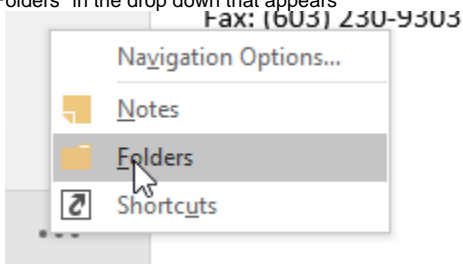
Step-by-step guide

1. When Outlook is open click the icon in the lower left that looks like three dots aligned horizontally



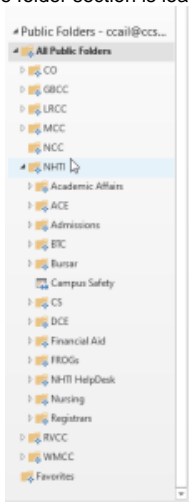
a.

2. Select "Folders" in the drop down that appears



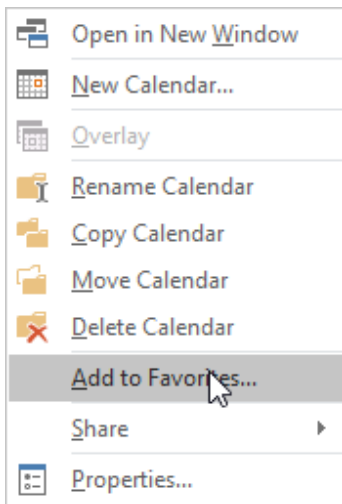
a.

3. Once the folder section is loaded navigate to *Public Folders > NHTI*



a.

4. Right Click the calendar you want to pin and hit "Add to Favorites"



a.

Related articles

- [How to Download and Install Office Applications](#)
- [Adding a Shared Mailbox to Outlook](#)
- [How to disable Outlook's focused inbox filter](#)
- [How to view a Shared Calendar](#)
- [How to create a Shared Calendar](#)