Adding shared calendar using Outlook Webmail

Pre-Settings
- To open a shared calendar you must first be given the appropriate access by the owner of this calendar.

Adding a shared calendar

Log in to https://webmail.uni-bielefeld.de with your personal email address provided by the University. Click Calendar in the main menu (square in the top left corner)

Right-click on Your calendars and click on Open calendar.
Enter the name of the shared calendar to **From directory** using the University’s email address format. As soon as you start typing the name, the automatic search for a valid calendar name starts. Click the calendar name you want to add and confirm it with **Open**.

The shared calendar will appear below **Your calendars** in the left pane.