Outlook for iOS/Android App

Adding and Removing a Shared Calendar on Outlook for iOS/Android
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Sharing and Opening a Calendar on Outlook for iOS/Android

To open a shared calendar on the Outlook for iOS/Android app, you will first need to have a sharing invitation sent to you from the webmail.

Sharing a Calendar via the Webmail

2. If you are sharing a departmental mailbox’s calendar, please click your picture/avatar in the upper right hand corner and select **Open another mailbox**.
   a. If you are sharing a calendar inside your mailbox, skip to step 6.
3. Type the name of the mailbox you want to open, and it should pop up as an option. If it does not, click **Search Directory**.

4. Select the desired mailbox.

5. Press **Open** and the mailbox will open in another tab or window.
6. Once the mailbox loads click the waffle in the top left corner and select **Calendar**.
   a. If you are sharing a departmental mailbox’s calendar, please click your picture/avatar in the upper right hand corner and select Open another mailbox....
7. The calendar list will appear on the left. Right click on the calendar you wish to share and select **Sharing permissions**.

8. Type the name or email address of the person you want to share the calendar with in the **Share with** box. You can add more than one person at a time.
9. After you add the individuals, you can choose how much access you would like to give them.
   - **Full details**: shows the time, subject, location, and other details of all items in your calendar.
   - **Limited details**: show the time, subject, and location, but no other information.
   - **Availability**: only shows the time of items on your calendar and no other details.

10. You can edit the subject if you would like to. By default, the primary calendar is shared. If you created other calendars, you can choose to share one of them instead by selecting the appropriate folder from the dropdown list under **Calendar**.

11. Click **Send**.
Opening a Shared Calendar on the Outlook for iOS/Android app

1. Open the Outlook for iOS/Android app on your phone.
2. Locate and open the sharing invitation in your mailbox.
3. Tap on Accept and view calendar.
4. You will be taken to the Office 365 login page. Type in your @miami.edu and then click inside the password field.
   • If your address already appears, tap on it.
5. You will be redirected to the UM Single Sign-On page. Provide your caneID and password. Click **Sign In**.
6. Follow the Duo Prompt, if it appears.
7. You will be taken to the webmail. Close the web browser.
8. Close the Outlook for iOS/Android app.
9. Open the Outlook for iOS/Android app again and tap Calendar at the bottom of the screen.
10. Click the **three lines** in the top left-hand corner.
11. The shared calendar should appear in the list of calendars.
Removing a Shared Calendar on Outlook for iOS/Android

1. Open the Outlook for iOS/Android app on your phone.
2. Tap Calendar at the bottom of the screen.
3. Tap the three lines in the top left-hand corner. The shared calendar should appear in the list of calendars.
4. Tap the **gear icon** to the right of the calendar you wish to remove.
5. Tap **Remove Shared Calendar** on the screen that appears.
Removing Access to a Calendar via the Webmail

2. Once your mailbox loads click the waffle in the top left corner and select Calendar.

3. Your calendar list will appear on the left. Right click on the calendar you wish to share and select Sharing permissions.
4. A panel with a list of the users with access to the calendar will appear. Click the trash can next to the user you would like to remove. Repeat as needed.

5. Click Done at the top of panel.