Opening Shared and Room Calendars in Office 365 Outlook Web Access (OWA)

**Opening the Calendar (Initial access)**

1. Log into Office 365 Outlook Web Access (OWA) and go to Calendars by clicking on the Calendar icon.
2. Type the name of the person or room in the search bar.
3. Click on the calendar to open it.

For best results when searching for people, use the format Firstname Lastname. If you are unable to find someone, they may need to update their contact information in the UW Directory.

**Opening the Calendar (Subsequent access)**

1. Once the calendar has been added it will show up on the calendars list under “Other calendars” on the left hand side.
2. Click the “Star” icon to save this calendar for future access.

   *If you do not select the “Star” icon the calendar will disappear from your list after you close the browser.*

3. For any future access you can select the calendar from the “Other calendars” section instead of searching.
Opening Shared and Room Calendars in Office 365 Outlook Web Access (OWA) (Cont.)

**Viewing Multiple Calendars**

1. After opening the calendar, it will be displayed to the right of your personal calendar.
2. If you have multiple calendars open, they will be displayed side-by-side.
3. Clicking the “Merge” button will cause the calendars to overlap so that you can see potential conflicts.
4. The “Merge” button will change to say “Split,” click “Split” to separate the calendars again.