

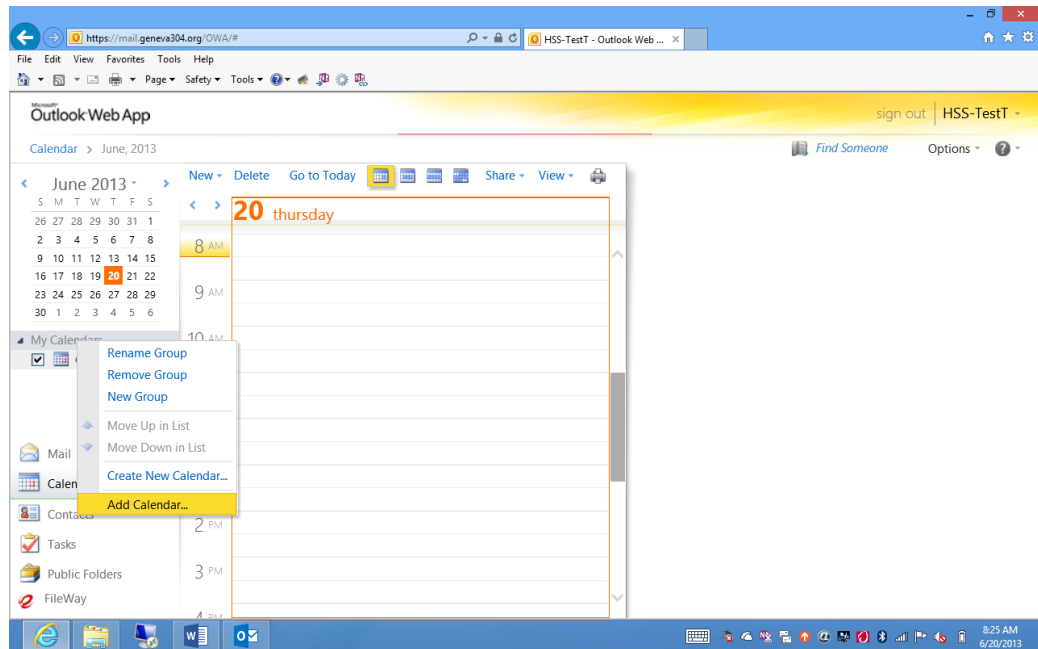
Open a Shared Calendar in OWA

Login in to OWA

Go to your
Calendar view

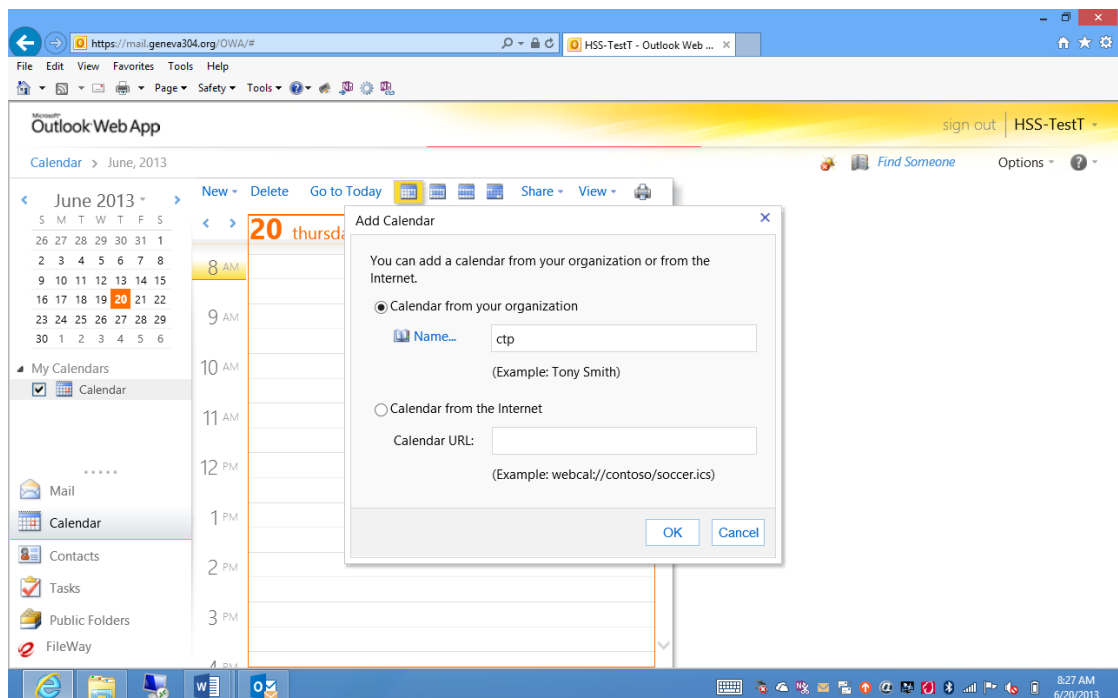
Right Click on
My Calendar in
menu on left
side.

Choose Add
Calendar



A dialog box will open in which you can enter the name of the Shared Calendar that you want to access.

Select "Calendar from your Organization". Type in CTP, and Click OK



Open a Shared Calendar in OWA

You will be presented with Two Options to select from: Choose the first one

CTP@geneva304.org

Click OK, then Click OK again

Both your calendar and the CTP calendar will be displayed.

