

## HOW TO: Open a Shared Calendar in Exchange

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To connect a shared exchange calendar in Microsoft Outlook, please choose the version of Outlook that you are running from the link below. Once you have opened an Outlook version, if you encounter a problem, there are choices for different issues and the resolutions.

Posted - Fri, Dec 5, 2014 at 10:04 AM.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=104>

<https://support.microsoft.com/en-us/help/10106/how-to-open-a-shared-calendar-from-an-outlook-sharing-inv>

NOTE: The name of the shared calendar will also appear on the left-hand side of the screen with a check box beside it. Uncheck this box to close the shared calendar. You can recheck this box later to view the shared calendar again.