How to Add a Shared Calendar using Outlook Web Access – such as the Physics Truck  P-A IT, 11/7/2019

1. Open your web browser and login to Spartan Mail’s OWA here: spartanmail.msu.edu
2. Go to your calendar view
3. Click on “Import Calendar”
4. Click on “From directory”
5. Type in the name of the shared calendar (in this case is it the Physics Truck) and click “Add”

It will now show up under “People’s Calendars”, where you are able to select it for viewing in your calendar.