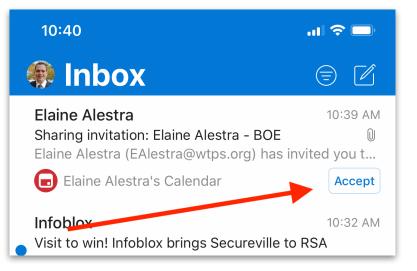
# Directions for Adding a Shared Calendar to iOS and Android

Neither iPhone/iPad nor Android phones can subscribe to a shared calendar directly through their built-in apps. Follow the instructions below for subscribing to a calendar:

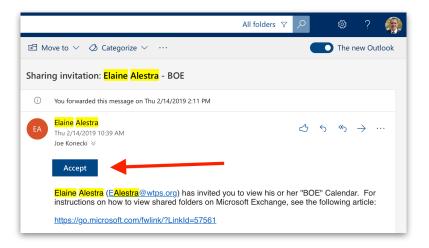
## To subscribe to a shared calendar in iOS:

Download the <u>Outlook</u> app, login, go into mail, find the email with the calendar invitation and tap on Accept. This is the only option to subscribe directly from your iPhone or iPad.

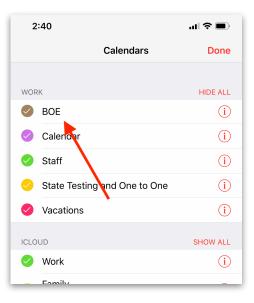


# **OR** on a laptop or desktop

Login to <u>Office 365</u> through a web browser, go into mail, find the email invitation, and click on Accept.



Either method will add it to the build-in Calendar app as well. If you don't see the events from the shared calendar, you may need to turn this calendar on. In the Calendar app along the bottom, tap on *Calendar* which will show you all of your available calendars both personal and from Office 365, click the check box next to the desired calendar under your work account.



In the event that your Office 365 calendars are not available, go to Settings>Passwords & Accounts>Office 365/work account (name will depend on what you named it)>turn on Calendars (directions for adding your O365 account are available at <u>www.wtps.org/</u> technology under Office 365 Resources if you never added your O365 account).

Settings	Settings Passwords & Accounts	2:52	<b>.</b> 11 🗢 🔲
General >		Accounts	Work
Control Center	Website & App Passwords 368 >	EXCHANGE	
A Display & Brightness	AutoFill Passwords	Account	JKonecki@wtps.org >
🛞 Wallpaper >	ACCOUNTS		
Siri & Search	iCloud > iCloud Drive, Mail, Contacts, Calendars, Safari and 9 more	🖂 Mail	
☑ Face ID & Passcode >	Feedback >	Contacts	$\bigcirc$
SOS Emergency SOS >	Tech Director	Calendars —	
Battery >	Unblock	Reminders	$\bigcirc$
Privacy >	Work	Notes	
	Mail, Calendars, Notes		
🛃 iTunes & App Store >	Verizon > Mail	Mail Days to Sync	No Limit >
Wallet & Apple Pay >	Comcast >		
	Add Account	Automatic Reply	Off >
Passwords & Accounts			
🖂 Mail >	Fetch New Data Push >	De	lete Account

### To subscribe to a shared calendar in Android:

Download to the Outlook app, login, go into mail, find the email with the calendar invitation and tap on Accept. This is the only option to subscribe directly from your Android device.

≡	Inbox	
Focu	sed Other	🔶 Filters
EA	<b>Elaine Alestra</b> <b>Sharing invitation: Elaine Alestra - BOE</b> Elaine Alestra (EAlestra@wtps.org) has	-
	Elaine Alestra's calendar	ACCEPT

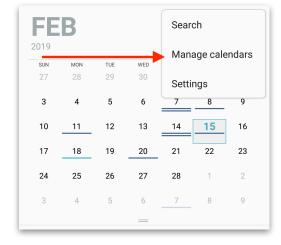
# **OR** on a laptop or desktop

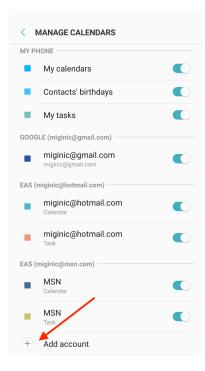
Login to <u>Office 365</u> through a web browser, go into mail, find the email invitation, and click on Accept.

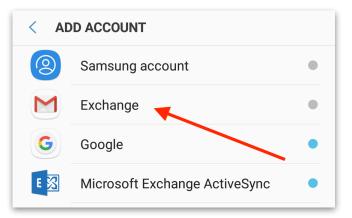
		All folders 🛛	Q		ŝ	?	<b>(</b>
59 Mo	ove to \vee 🧔 Categorize 🗸 \cdots				The	new Ou	tlook
Sharir	ng invitation: <mark>Elaine</mark> Alestra - BOE						
(i)	You forwarded this message on Thu 2/14/2019 2:11 PM						
EA	<mark>Elaine Alestra</mark> Thu 2/14/2019 10:39 AM Joe Konecki ⊗		4	ę	«ج	$\rightarrow$	
	Accept						
	Elaine Alestra (EAlestra@wtps.org) has invited you instructions on how to view shared folders on Micros						
	https://go.microsoft.com/fwlink/?LinkId=57561						

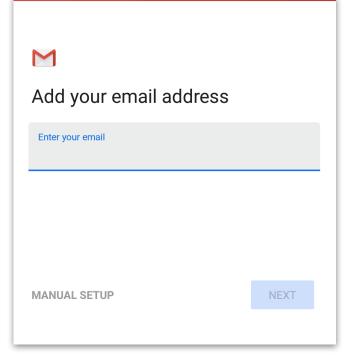
If you don't already have O365 mail coming into the built-in Mail app, follow the steps below to add the subscribed calendar to the built-in Calendar app

Open the Calendar app, tap on the three vertical dots found along the top right of screen and go to Manage Calendars









### Tap on the + symbol at the bottom next to Add Account

Tap on Exchange

Login with your full email address, tap next, type in your password and tap next

## Tap Next through the Settings

Tap Cancel

Type in your name to complete the setup.

Μ	
Incoming server settings	
Domain\Username	
full email address	
Password	Ø
Client certificate None	SELECT
Mobile device ID androidc1329796776	
Server outlook.office365.com	
Port 443	
	NEXT

# Incoming server settings Validating server settings... Remote security administration The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

# Μ

Your account is set up and email is on its way!

