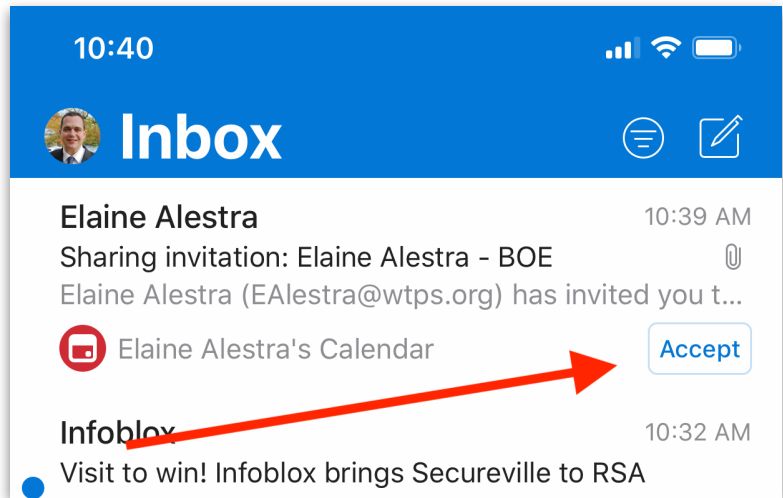# Directions for Adding a Shared Calendar to iOS and Android

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:
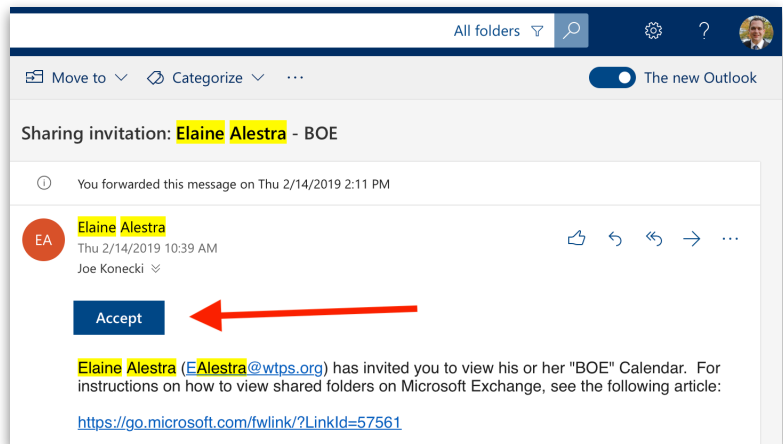
To subscribe to a shared calendar in iOS:

Download the 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 iPhone or iPad.
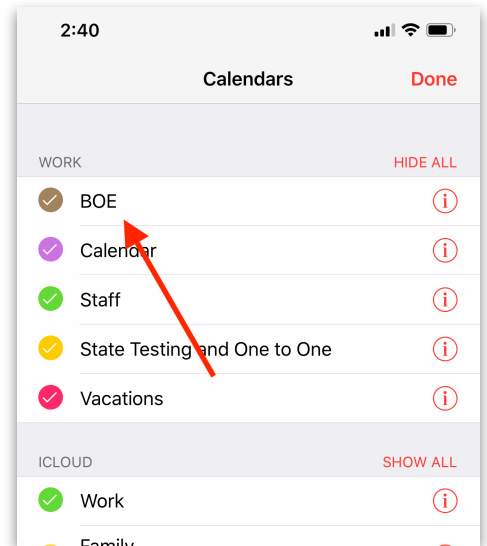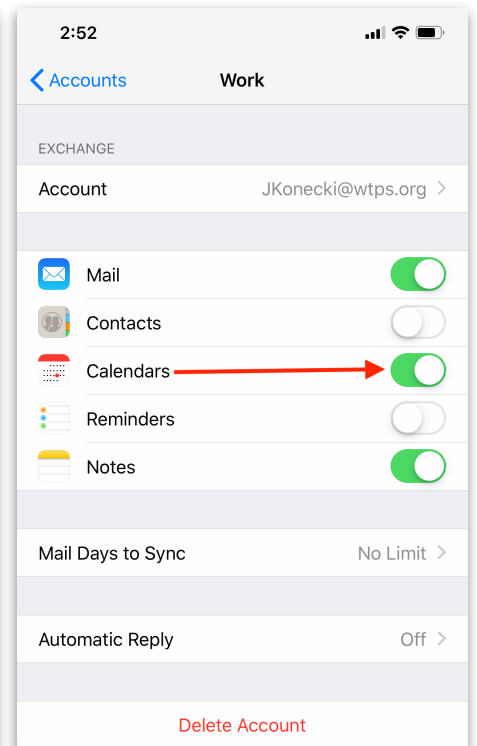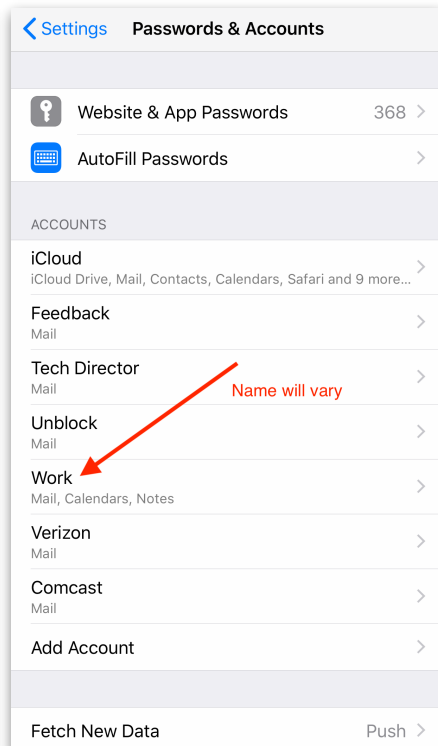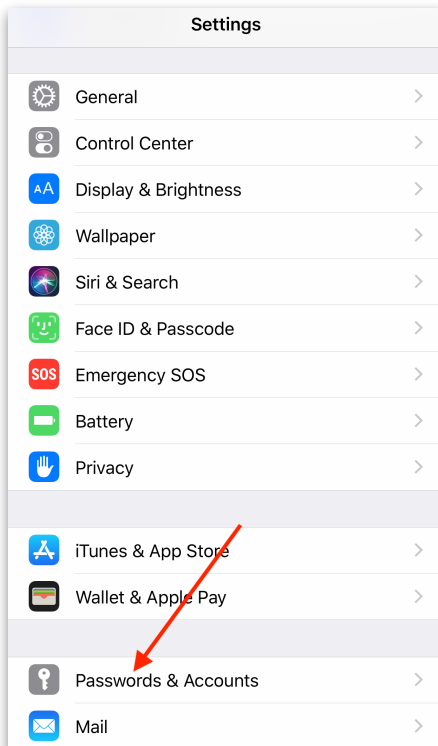

OR on a laptop or desktop

Login to Office 365 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.
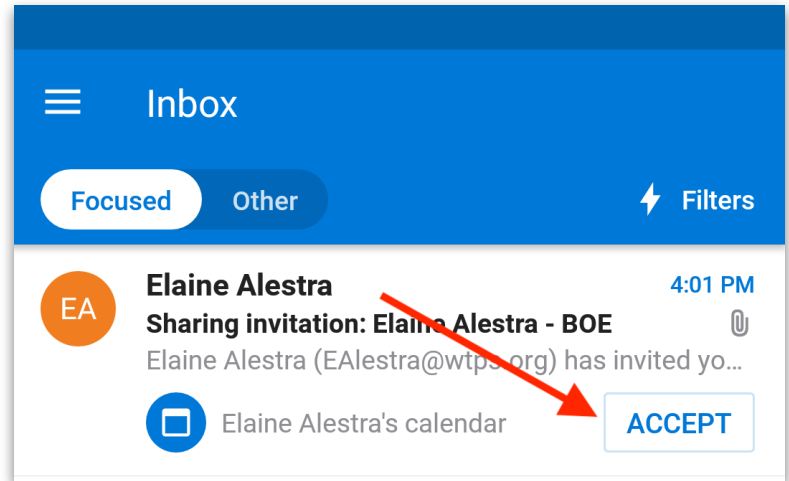

In the event that your Office 365 calendars are not available, go to Settings>Passwords & Accounts>Office 365/work account (name will depend on what you named it)>turn on Calendars (directions for adding your O365 account are available at www.wtps.org/technology under *Office 365 Resources* if you never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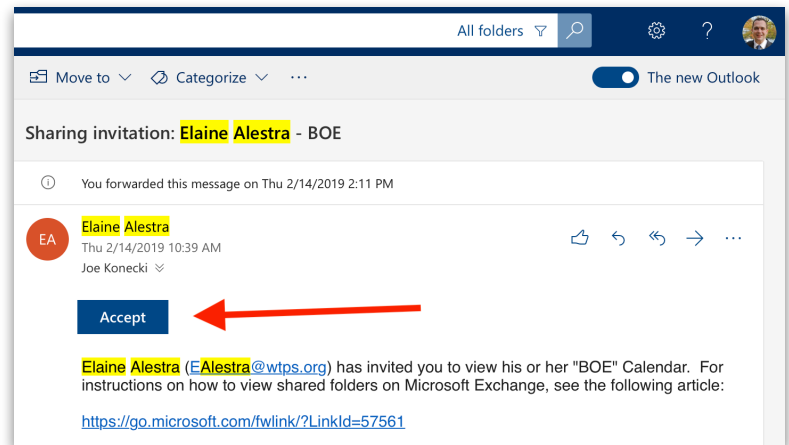
To subscribe to a shared calendar in Android:

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.
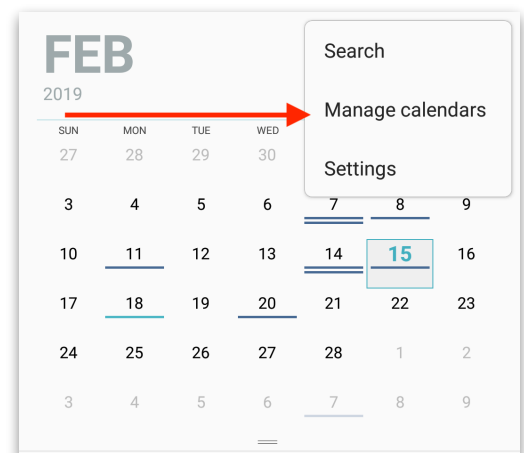

OR on a laptop or desktop

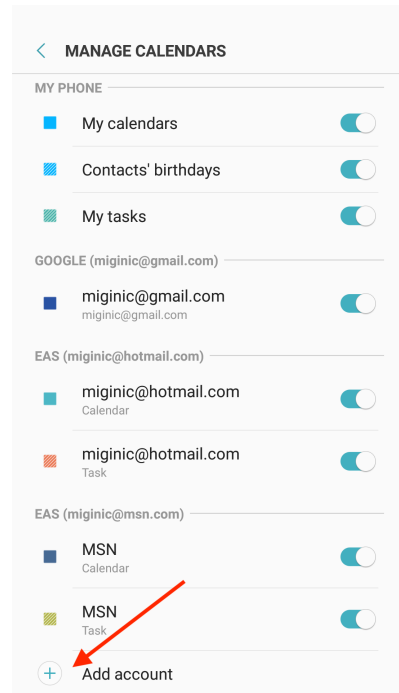Login to Office 365 through a web browser, go into mail, find the email invitation, and click on Accept.

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
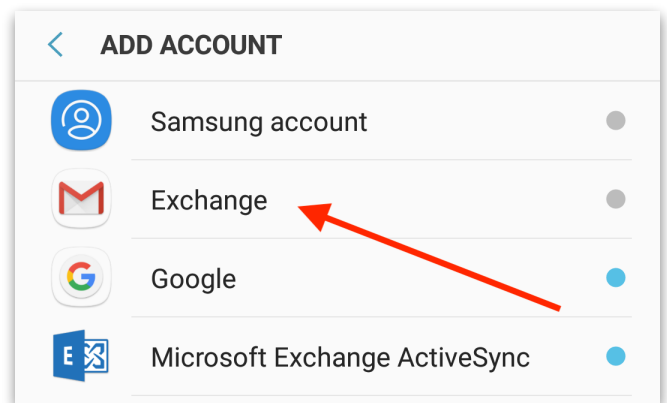
Open the Calendar app, tap on the three vertical dots found along the top right of screen and go to Manage Calendars
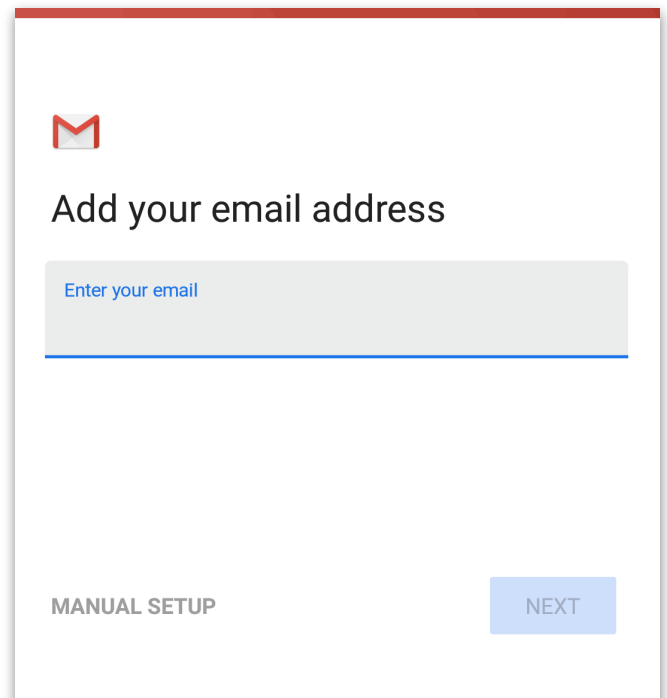
Tap on the + symbol at the bottom next to Add Account

Tap on Exchange

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

Tap Next through the Settings

Incoming server settings

Domain\Username
full email address

Password
••••••••••

Client certificate
None   SELECT

Mobile device ID
androidc1329796776

Server
outlook.office365.com

Port
443

NEXT

Tap **Cancel**

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?

CANCEL   OK

Type in your name to complete the setup.

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

Account name (optional)
Your Name

Displayed on sent messages

Delete the default and change to your name

NEXT