

## Open a Shared Calendar using Outlook Web Access (OWA)

If someone has shared their calendar with you, you can access it via Outlook Web Access.

1. Log into Outlook Web Access at: <https://email.csueastbay.edu>
2. Once logged in, the url will change to: <https://email.csueastbay.edu/exchange/>
3. Add to the end of this address the following information that pertains to the user calendar that you want to open: **/first.last@csueastbay.edu/calendar**  
As an example, jenny.dominguez@csueastbay.edu has given you permissions to her calendar.  
Once logged in, you would add to the end of the url: **/jenny.dominguez@csueastbay.edu/calendar**  
so that in the end your address bar will have:  
<https://email.csueastbay.edu/exchange/jenny.dominguez@csueastbay.edu/calendar>
4. Hit Enter.
5. You may receive a log in page where you will enter your NetID and password.
6. The shared calendar will appear. To return to your mailbox, simply remove **/first.last@csueastbay.edu/calendar** from the address bar and hit enter.