Open the Shared Calendar with OWA

Sometimes you need to get into a shared calendar and you are not on your Desktop Outlook. You can do this in Outlook Web Access. Log into OWA

Once you have successfully logged into OWA add the following at the end of the URL.

user@domain.com/?cmd=contents&f=calendar

In the below example, I am in OWA but I have reviewing permissions to look at jmillovich’s calendar by typing in the URL below:

https://exchange.socccd.edu/owa/jmillovich@saddleback.edu/?cmd=contents&f=calendar

Hit the back button to see your own email again.

To View a group calendar, put in the email address of the group name.

https://exchange.socccd.edu/owa/scitest@socccd.edu/?cmd=contents&f=calendar

Now you can create a favorites folder in Internet Explorer called Calendars and you can have your group associated calendars, your Dean or Administrator’s calendar or whomever and be able to access it off campus.