

# Open Shared Calendar in Outlook Web Access

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**Please note: the information below is not supported and only intended for experienced users.**

We navigate directly to the shared calendar instead of opening OWA first.

1. Start Internet Explorer
2. Browse to the following URL: [https://webmail.hostedexchange.be/owa/ xxx@yyy.zzz /?cmd=contents&module=calendar](https://webmail.hostedexchange.be/owa/xxx@yyy.zzz/?cmd=contents&module=calendar)
3. Replace **xxx@yyy.zzz** with the primary email address of the user whose calendar you want to view. You will have to ask that person for his email address.
4. Log in with your own credentials
5. Turn off the reading pane

## 6. The shared calendar is visible and accessible

Below, you will find an overview of the links you need to use:

Views	Links
Calendar View - Default - Daily	<a href="https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;module=calendar">https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;module=calendar</a>
Calendar View - Daily	<a href="https://&lt;server name&gt;/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Daily">https://&lt;server name&gt;/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Daily</a>
Calendar View - Weekly	<a href="https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Weekly">https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Weekly</a>
Calendar View - Daily - Specific Date by specifying Date, Month and Year	<a href="https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Daily&amp;d=3&amp;m=7&amp;y=2009">https://webmail.hostedexchange.be/owa/&lt;SMTP address&gt;/?cmd=contents&amp;f=Calendar&amp;view=Daily&amp;d=3&amp;m=7&amp;y=2009</a> Where... d=[1-31] m=[1-12] y=[four digit year]

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