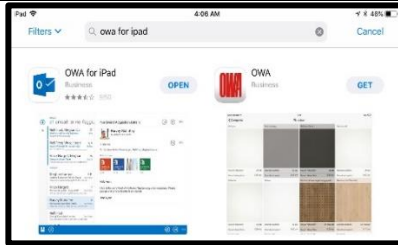


OWA for iPad –Business App

Viewing Shared Calendars

IMPORTANT: You need to have the latest update of Office 365 for business to use this app.

Go to the **App Store** on your Ipad device. In the search menu, (located on the far right corner open box, of the **App's Store**) Type in **OWA for Ipad**, and download the **OWA Business app**.



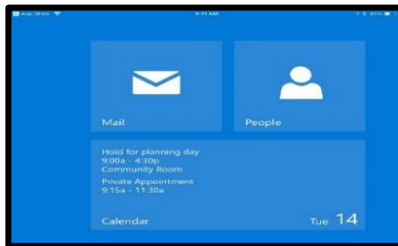
After the **OWA application** is open, you will see a menu for **Advanced Settings**. See illustration to the right for the following settings:
e-mail: emcfaul@sienaheights.edu
Password: your exchange password
Domain: sienanet
Server: mail.sienaheights.edu



After your e-mail account setup is completed, you can view your e-mail account. Switch from e-mail to calendar by using the clicking on the left corner square.



Also, the display menu for switching from mail, people to calendar windows, or selecting the white box icon in the lower left corner of the menu.



Example of viewing (6) shared calendars, for one week.

