

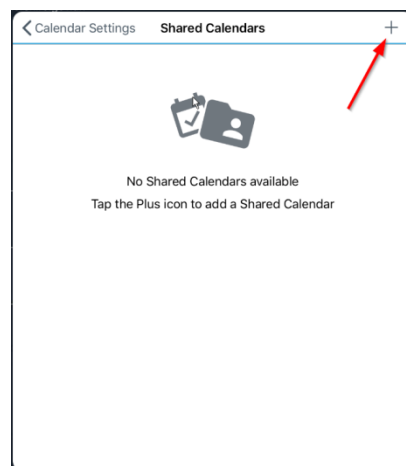
Adding a shared calendar to Blackberry Work

This is a step by step guide on how to add a shared calendar to the Blackberry Work App. This works on both Apple and Android devices.

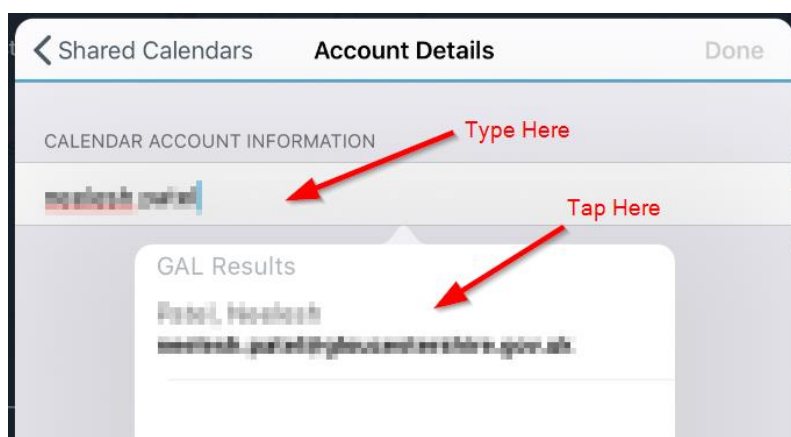
1. Unlock your device and open the Blackberry Work app.
2. Accept the user agreement and enter your password or use your fingerprint to sign in.
3. Once your emails have loaded, tap the Blackberry icon which looks like the image below.



4. In the window that opens, tap Settings (cog symbol), then Calendar
5. Tap Shared Calendars and tap the + symbol in the top right



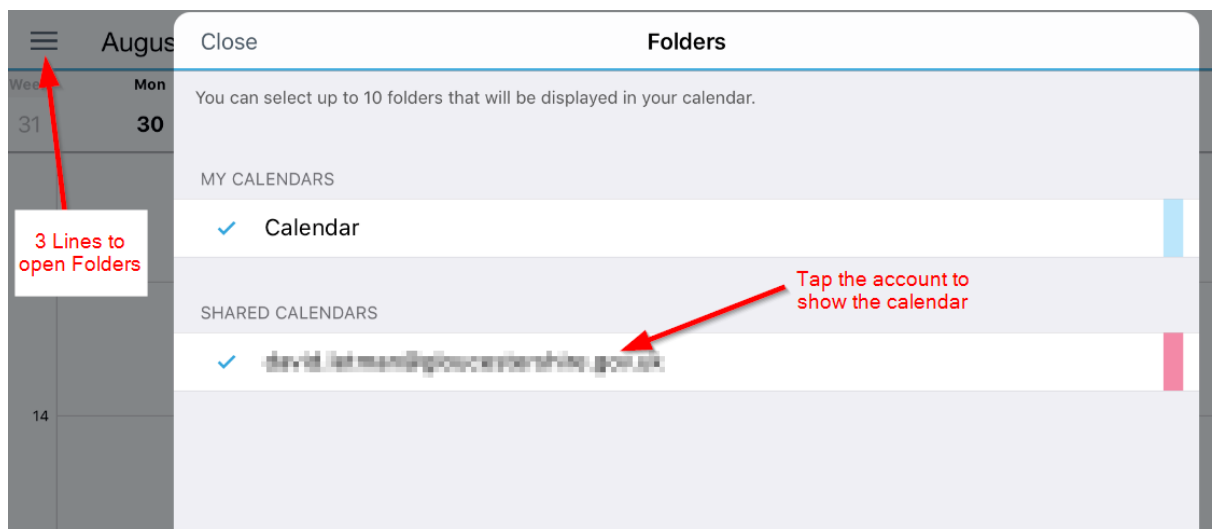
6. In the box, start typing the name of the calendar you wish to access. Blackberry will auto search as you type. Tap on the correct calendar once it shows up. On Apple devices, tap Done in the top right. On Android devices, tap Check Permission, and then Add.



7. This will take you back to the Shared Calendars page; if you see this icon then you do not have permissions to access this mailbox. Please contact the helpdesk in this case.



8. Press back to Calendar settings, then back to Settings, then tap Done. This will save your changes.
9. You can now tap Calendar to open your calendars. From there you can tap the 3 horizontal lines to open the Folders page. From here you can tap each calendar to enable it in the default view.



10. You should now be able to see any shared calendars that you have added