Calendar Subscription Guide

Step 1: Go to Outlook for Web and login with your account credentials.



Step 2: Once logged-in, press the calendar icon on the left corner of the screen.



Step 3: Now press the 'Add Calendar' option that is found below the smaller calendar on the left.

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Step 4: A new window titled 'Add Calendar' should have opened. Select the 'Subscribe from Web' section. Paste this <u>link</u> (right click -> copy link) on the blank space and customize the calendar. Once done, press 'Import.'

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♀ Recommended	Recommended Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically. Add personal calendars *5942f6b5b96a2728c541ad84807754776766866683/calendarics Edit my calendars *5942f6b5b96a2728c541ad84807754776766866683/calendarics														be updated				
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Step 5: Now, you may freely browse the calendar within your account. **Note:** Changes made by the owner will be reflected on your account within a period of 3 hours since the update and you must be connected to an internet source for them to appear.

