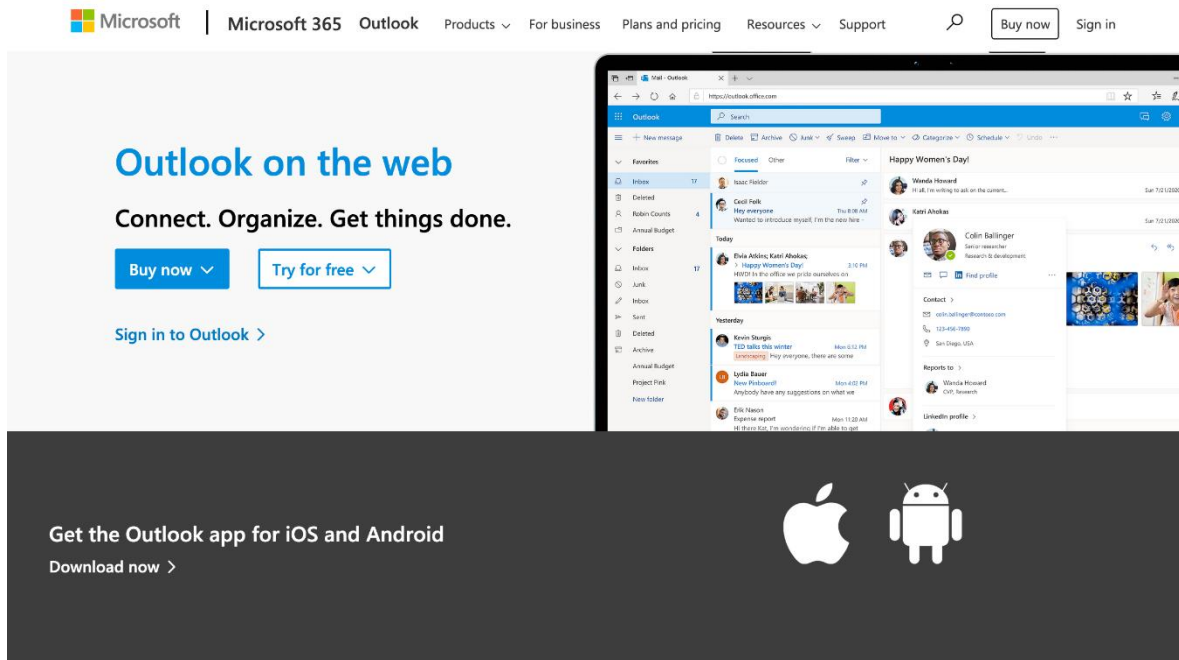
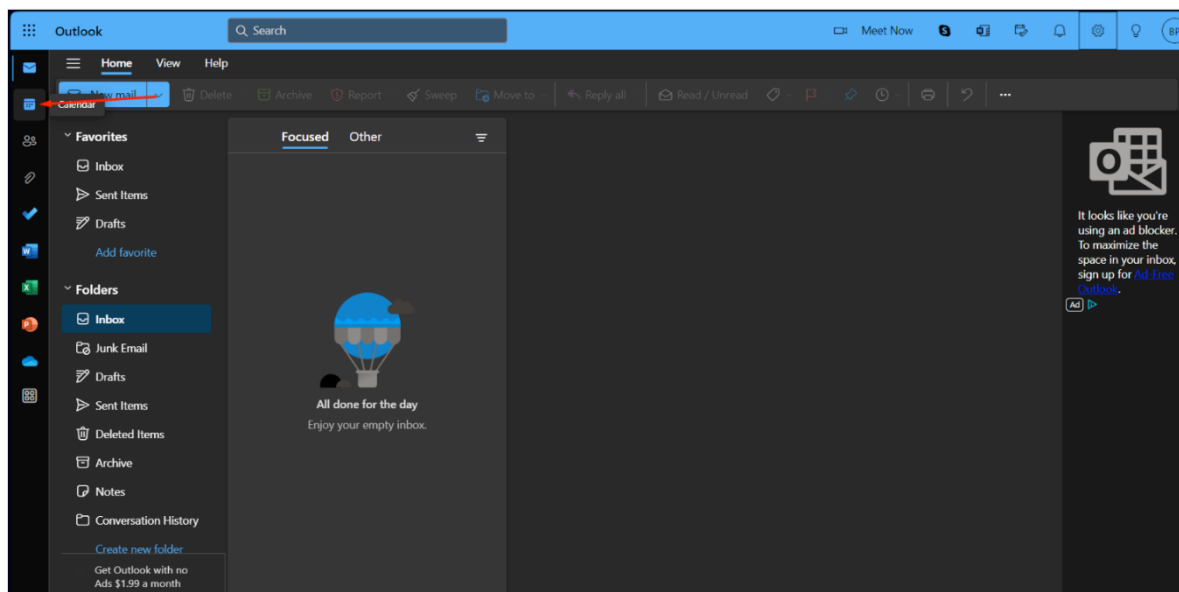


Calendar Subscription Guide

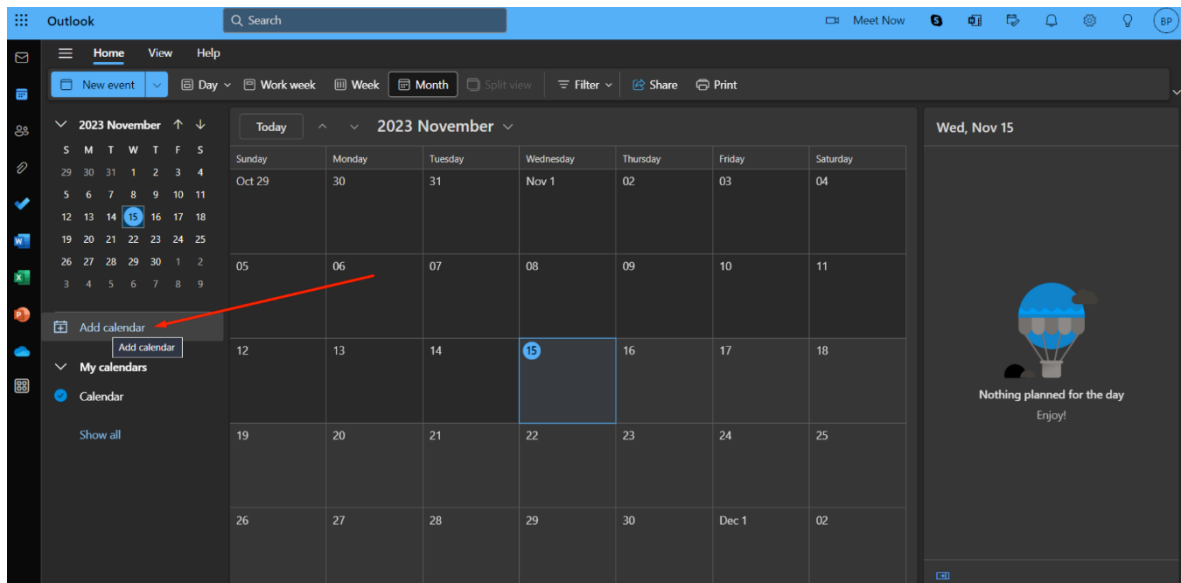
Step 1: Go to [Outlook for Web](#) and login with your account credentials.



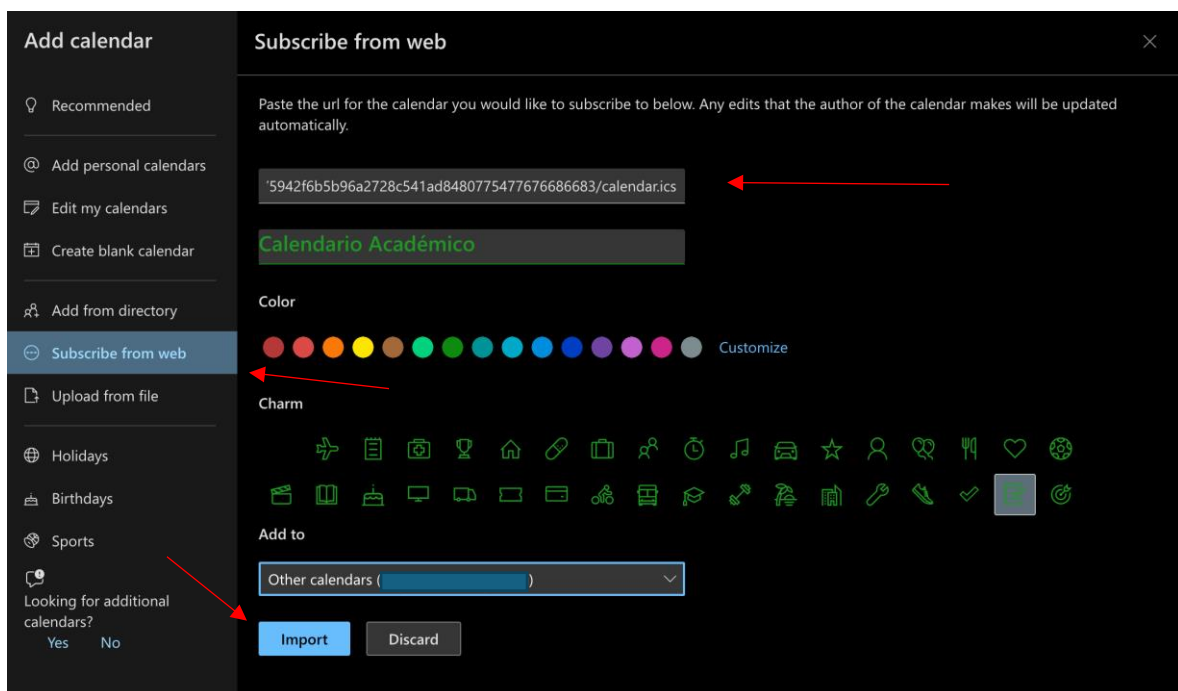
Step 2: Once logged-in, press the calendar icon on the left corner of the screen.



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



Step 4: A new window titled 'Add Calendar' should have opened. Select the 'Subscribe from Web' section. Paste this [link](https://outlook.officeapps.microsoft.com/5942f6b5b96a2728c541ad8480775477676686683/calendarics) (right click -> copy link) on the blank space and customize the calendar. Once done, press 'Import.'



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.

