To add calendar to your Outlook client.

1. Copy the url for the calendar.

• •	ublished Calendar - Resource -	• × +	ed/abd6da0d04184ad88669	dc65aba20d48@flinders.edu	Lau/f1633b1e9ccbd4b3a13	1dfb4dda9436d9267884000	1772313460/calendar.html	[+
=								
	🛱 Today $\uparrow  \downarrow$	November 2022 🗸 🗸						
hs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Thu
	31 Oct	1 Nov	2	3	4	5	6	1
	Week 2 GEN							5
		9 AM D&P Group 1 & 2 (Dr	9 AM AS: Ethics Presentatio	8:30 AM Genetic Tutorial - I	12 PM iRAT & tRAT - TBL			
			10 AM AS: Research Policie:	10:30 AM D&P Group 3 (Dr	1 PM TBL - Clarification Ses			8:
			1 PM Public Health Quiz - C		1:30 PM TBL - Application 5			2
								1.1
	7	8	9	10 Nov	11	12	13	1
	Week 3 GEN							3
	THEOR & GET							

2. In Outlook calendar right click on My Calendars and select Add Calendar/From Internet

🗸 🔳 My Calendar		Rename Group					
🗸 Calendar - g		Delete Group					
🗌 Australia h		Delete Group					
🔄 Birthdays - g		Remo <u>v</u> e All Calend	lars				
🗌 Calendar - F		New Calendar Gro	up				
🗌 Birthdays - F	+	<u>A</u> dd Calendar	)	>	Я	From <u>A</u> ddress Book	
Flinders NT.		Arrange By Name		1	•	From <u>R</u> oom List	
☐ fy2 □ Calendar - ri		Show All Calendar	s		$\oplus$	From Internet	
		Refresh <u>F</u> ree/Busy			۵	Open Shared Calendar	~
√□ Other Calenc	$\sim$	Move <u>U</u> p					
🗌 Room - FNT	~	Move D <u>o</u> wn					
Colondar Jr.							

 Past the url (copied in1.) into the text box and change the last letters "html" to ics. Eg.

https://outlook.office365.com/owa/calendar/abd6da0d04184ad88669dc65aba20d48@flind ers.edu.au/f1633b1e9ccb44b3a131dfb4dda9436d9267884000772313460/calendar.**html** 

to

https://outlook.office365.com/owa/calendar/abd6da0d04184ad88669dc65aba20d48@flind ers.edu.au/f1633b1e9ccb44b3a131dfb4dda9436d9267884000772313460/calendar.**ics** 



- 4. Click ok
- 5. You may need to rename the calendar from Internet Calendars. Right click on the calendar, select Rename Calendar and enter and appropriate name.

✓ Other Calendars		THIS WEEK			
Room - FNT Dwn - CDU VC	12:00pm Block Tes FNT Dwn - CDU V 4.1.43				
🗹 Calendar - Internet Cale					
	Calendar - Int	ternet Calendars			
Right click on the calendar					

-								
	21	22	23	24	+=	Open in New <u>W</u> indow		
	28	29	30			New Calendar		
Decembe				mbe		Hide This Calendar		
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	5	6	7	8	PJ	Reserve Calvaday N		
	12	13	14	15				
	19	20	21	22	Ē	Copy Calendar		
	26	27	28	29	[	Move Calendar		
	2	3	4	5	C <sub>×</sub>	Delete Calendar G		
					^	Move <u>U</u> p		
>	My (	_aie	naar	S	~	Move D <u>o</u> wn		
✓■ Other Calendars						Share > E		
Room - FNT Dwr					0- 0-	Properties		
	Calendar - Intern							