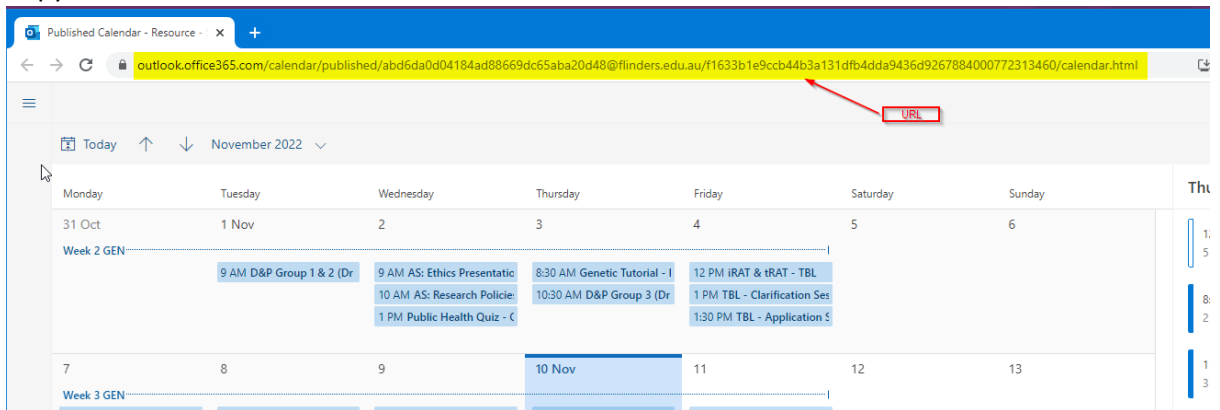
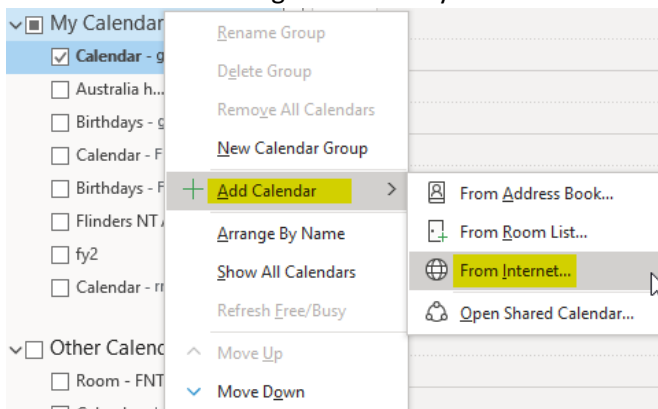


To add calendar to your Outlook client.

1. Copy the url for the calendar.



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



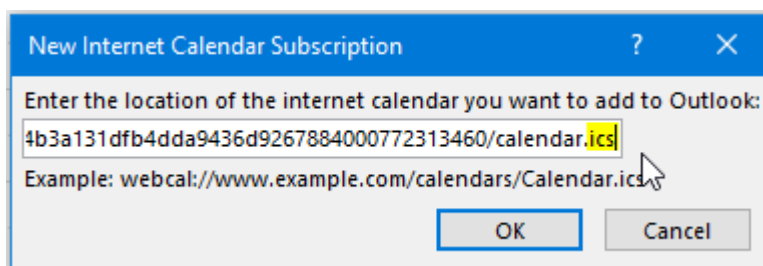
3. Past the url (copied in 1.) into the text box and change the last letters "html" to ics.

Eg.

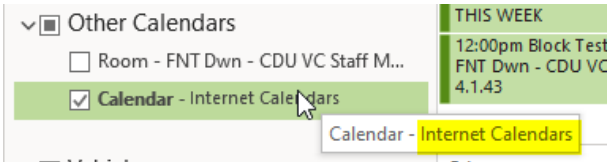
<https://outlook.office365.com/owa/calendar/abd6da0d04184ad88669dc65aba20d48@flinders.edu.au/f1633b1e9ccb44b3a131dfb4dda9436d9267884000772313460/calendar.html>

to

<https://outlook.office365.com/owa/calendar/abd6da0d04184ad88669dc65aba20d48@flinders.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.



Right click on the calendar

