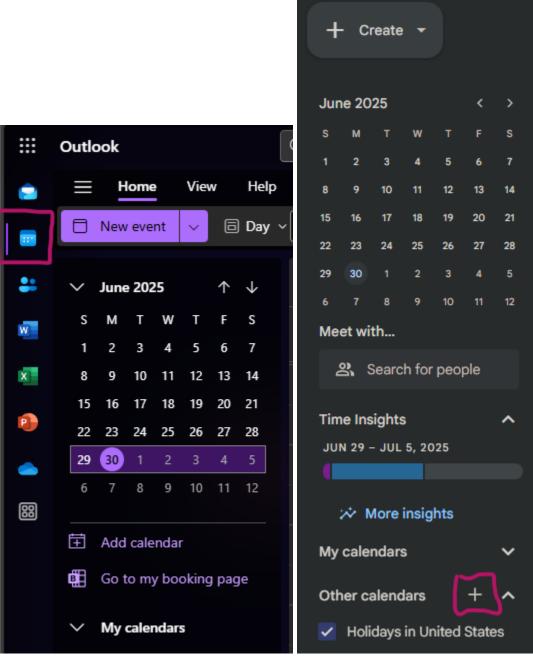
## Subscribing to the TEL Events Calendar

To subscribe to our live calendar with the most updated information and event is easy. Just follow these steps. It works for both Outlook Calendar and Google Calendar, or any other system that supports importing calendars from the Web.

Get the <u>URL</u> of the TEL Calendar
 (https://outlook.office365.com/owa/calendar/9e08023bd61342edbcbec751c11d4a61@wsb.wisc.edu/c429423c5d9146799ad43419f7711dac12755007429753331327/calendar.html)

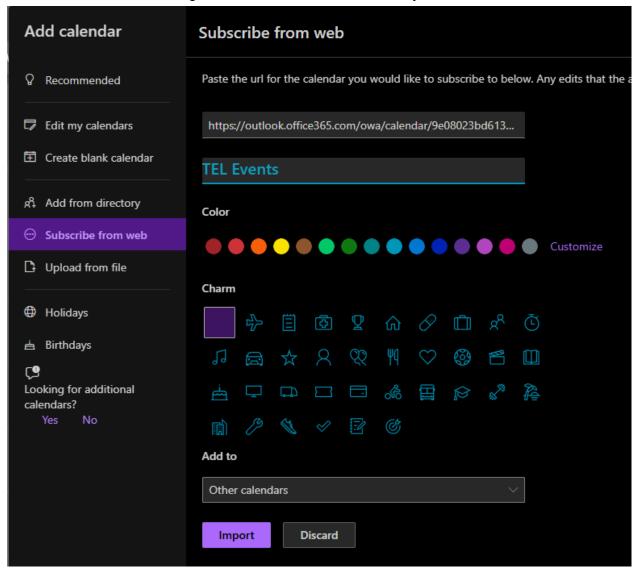
2. Go to your Outlook web application and select the calendar tab or Google Calendar

Calendar



3. Select "Add Calendar"

4. In the popup window, select "Add from Web" (Outlook) or "Add from URL" (Google), paste the <u>URL</u> of the calendar and give it a name, color, and icon that you will remember



5. You are now subscribed to the calendar and will see any new events that are added!

6. To see the events in your calendars make sure you check the box enabling it in your Outlook calendar tab settings

