

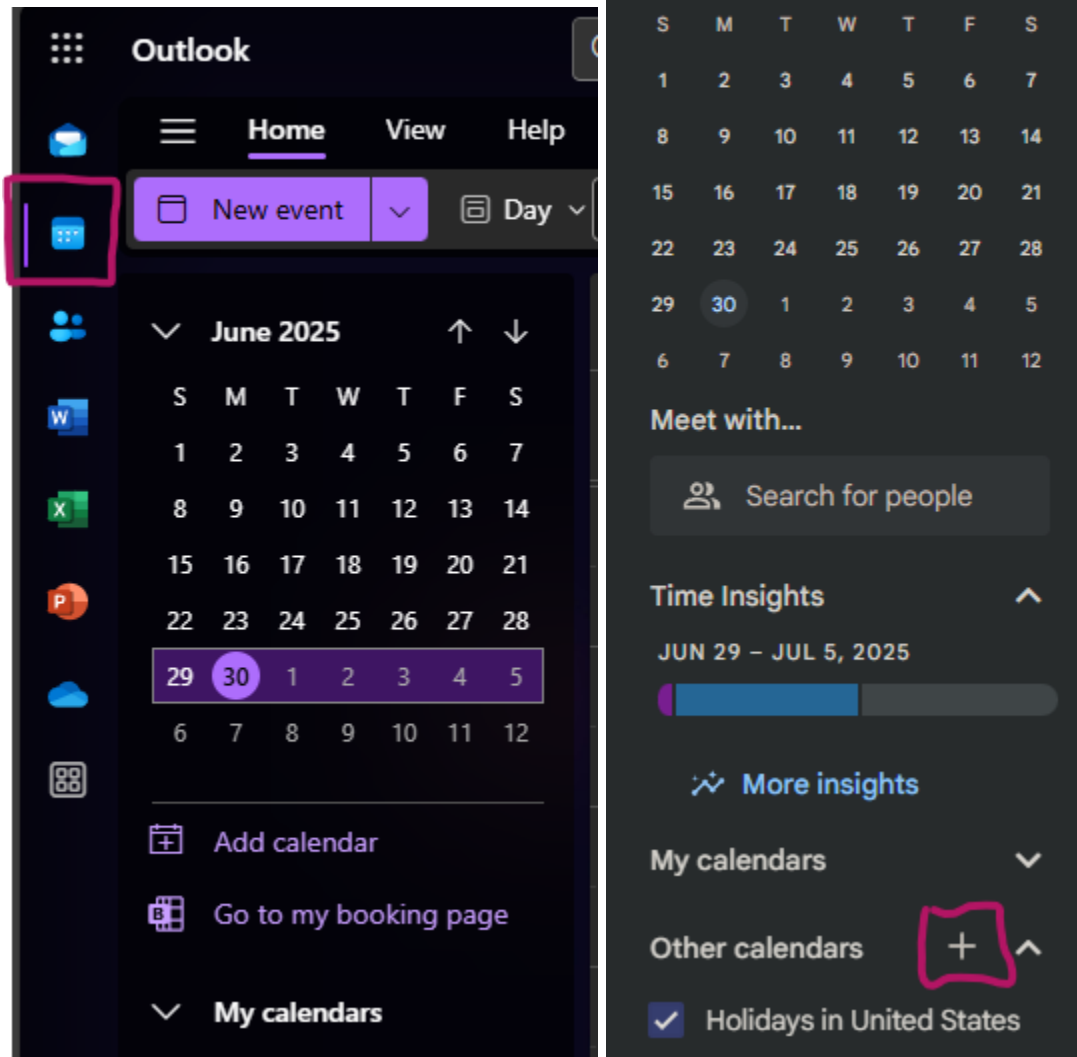
Subscribing to the TEL Events Calendar

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.

1. Get the [URL](#) 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



3. Select "Add Calendar"

4. In the popup window, select “Add from Web” (Outlook) or “Add from URL” (Google), paste the [URL](#) of the calendar and give it a name, color, and icon that you will remember

Add calendar

- Recommended
- Edit my calendars
- Create blank calendar
- Add from directory
- Subscribe from web**
- Upload from file

Holidays

Birthdays

Looking for additional calendars?

Yes No

Subscribe from web

Paste the url for the calendar you would like to subscribe to below. Any edits that the a

<https://outlook.office365.com/owa/calendar/9e08023bd613...>

TEL Events

Color

Color selection row with 16 colored circles and a 'Customize' link.

Charm

Charm selection grid with 48 icons.

Add to

Other calendars

Import Discard

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

