

Adding/subscribing to the EDI Calendar

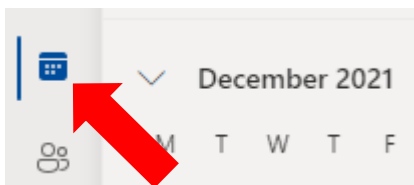
Follow either of the below instructions to keep up to date of key EDI events/Special days, throughout 2022. You can either subscribe to the EDI Calendar or add the EDI Calendar Events/Special Days for 2022 to your own calendar

Subscribe to the calendar

This will add a live version of the calendar, to your list of calendars, so that if any events/dates change, they will be automatically updated.

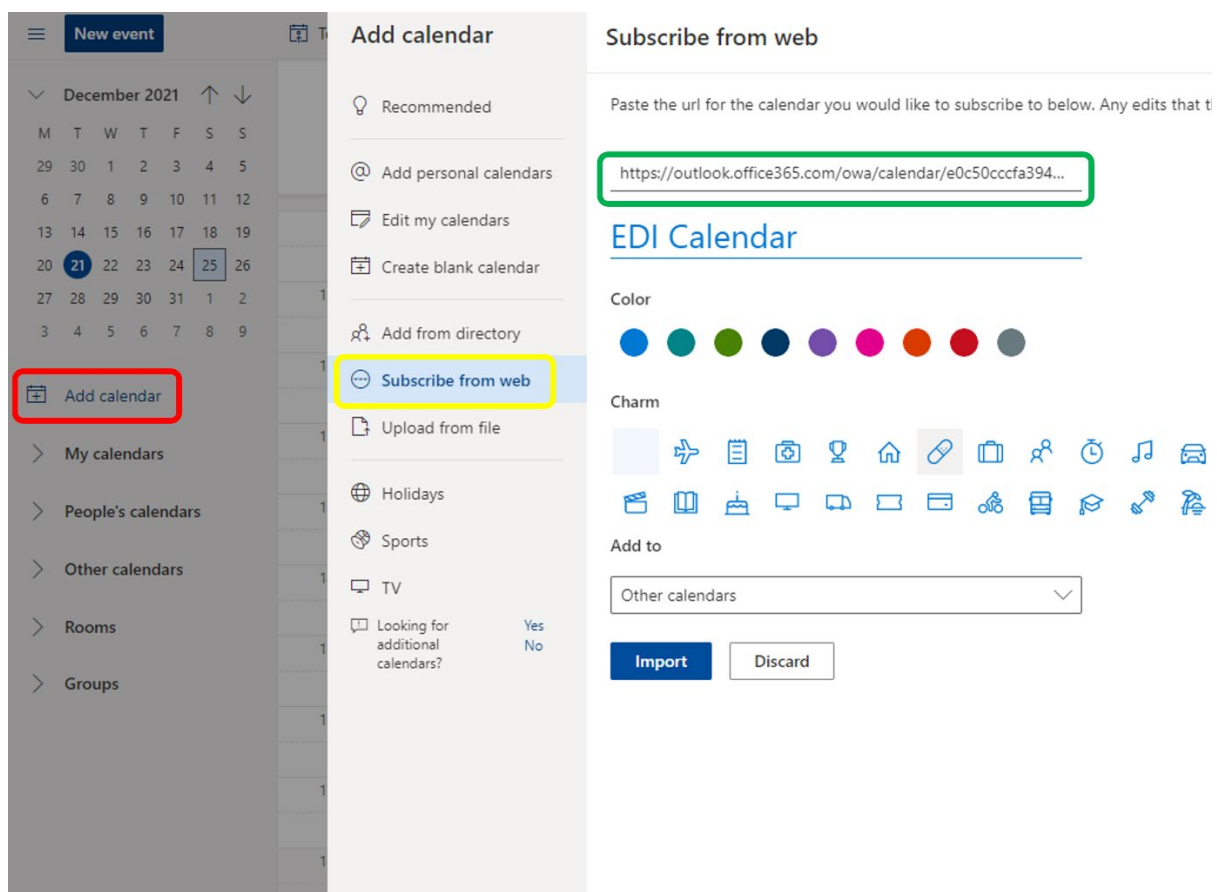
Follow the below 10 steps to subscribe to the EDI calendar

1. First, log into www.Outlook.com on you preferred internet browser
2. Click on the calendar icon on the left-hand side as shown below:



3. Then click on 'Add calendar' (as show in the red box on the image below)
4. Then go to 'Subscribe from web' (as show in the yellow box on the image below)
5. Paste the address below where it states 'Example:webcal://www.contoso.com/calendar.ics' (as show in the green box on the image below)

<https://outlook.office365.com/owa/calendar/e0c50ccfa39405584bb6e7b36c9474f@exeter.ac.uk/5e94f265149e4caba36330eb851d288f7887830368202584090/calendar.ics>



6. Type in your chosen calendar name e.g. EDI calendar
7. Select its colour
8. Chose a charm or leave blank
9. Then select where you would like to add it to (leave as 'Other calendars')
10. Click on 'Import'

Once you have subscribed to the calendar, you will be able to navigate to it in either the Outlook Web Calendar, or in your Outlook app (By clicking on Other calendars and then the name you chose for it). Any updates/changes to the calendar will be automatically shown in your subscribed calendar.

[Adding the EDI Calendar Events/Special Days for 2022 into your own calendar](#)

This process will add all the EDI Calendar Events/Special Days for 2022 into your chosen calendar.

Follow the below 3 steps to add the events/special days

1. Download the ics file to your desktop
1. Open the Outlook calendar you wish to import the EDI calendar into
2. Drag and drop the EDI calendar ics file onto the outlook calendar

The events have no reminders, and are all marked as 'Shown As: FREE'