

Subscribing to the EDI Calendar

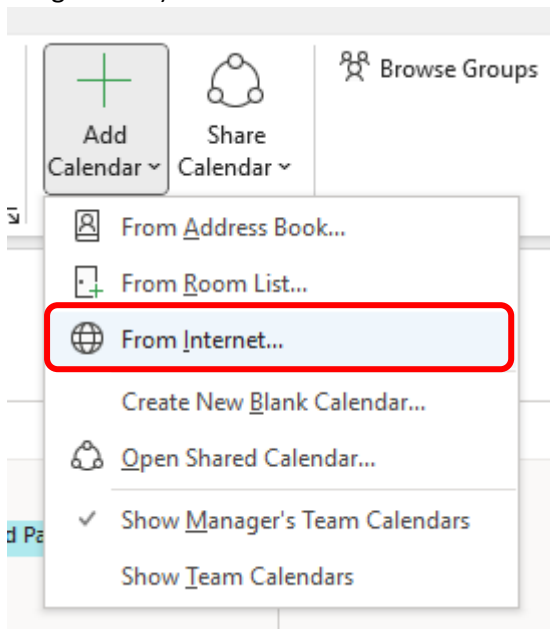
Follow the below instructions to keep up to date of key EDI events/Special days, throughout the year.

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 simple 5 steps to subscribe to the EDI calendar

1. Open the Outlook app
2. Navigate to your calendar.
3. On the ribbon, click on 'Add calendar' then choose the option 'From Internet' (as show in the red box on the image below)



4. Copy the URL below in blue and paste it into the text box 'Enter the location of the internet calendar you want to add to Outlook' then click OK:
<https://outlook.office365.com/owa/calendar/3cef1b05e1c142f28d15e652e17a5013@exeter.ac.uk/84e2b4897d2c45a18201fc4643e00eb25324162696958190880/calendar.ics>
5. The next box will state 'Add this Internet Calendar to Outlook and subscribe to updates' make sure you click 'Yes'

You are now subscribed to a live version of the EDI Calendar. You will be able to view it under Other Calendars on the left side navigation for your calendars. Any events that get added or updated will now show in this calendar.

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