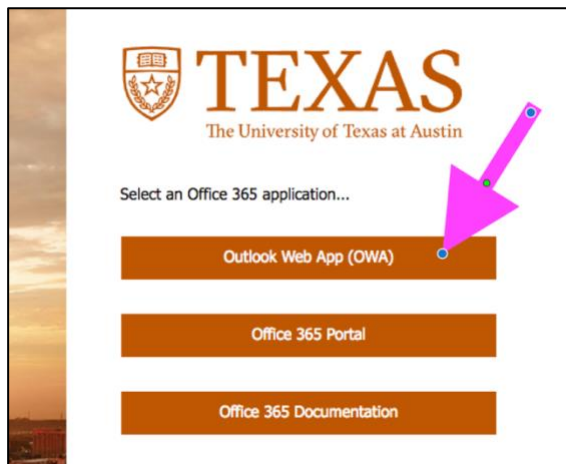
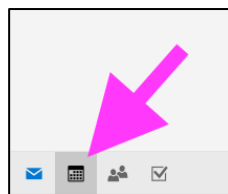


How to add the 2018-2019 CNS Business Calendar to your Outlook Calendar

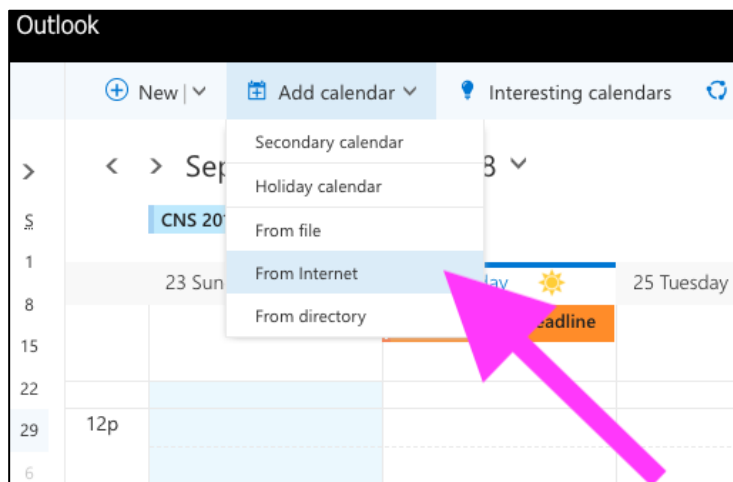
1. Use a web browser to open the Texas Office365 homepage and select “Outlook Web App (OWA).” Log-in using your EID and password. <https://office365.austin.utexas.edu/>



2. Select the Calendar icon in the bottom left corner of the screen

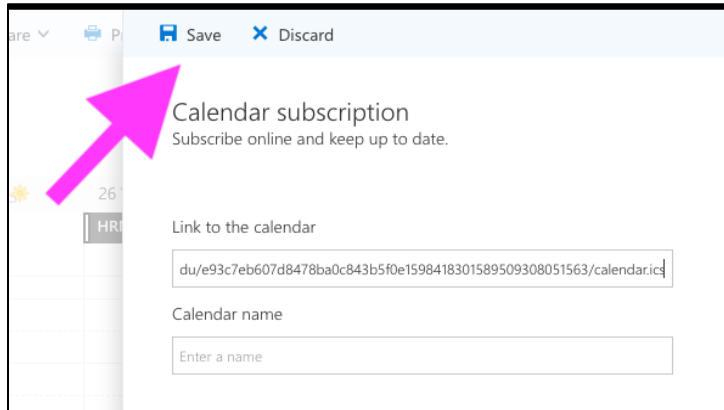


3. Along the top tool bar select “Add calendar” and from the drop-down menu select “From Internet”



4. A window will pop up. Copy and paste the link below and then type “CNS 2018-2019 Business Calendar” in the textbox for Calendar name. Then click Save.

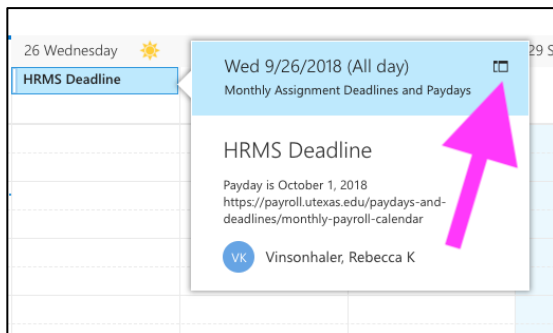
<https://outlook.office365.com/owa/calendar/043c9cad1ee04f7a904f21ca9fb68508@austin.utexas.edu/e93c7eb607d8478ba0c843b5f0e1598418301589509308051563/calendar.ics>



5. You will see the “CNS 2018-2019 Business Calendar” under “Other Calendars”

You’ve now successfully added the calendar! A limiting functionality is that there are no notifications or reminders for these events. If you wish to add event reminders to your shared Outlook Calendar follow the instructions below.

1. Using the calendar website click on the event you want a notification for, when the pop up window opens click on the calendar icon in the top right corner.



2. When the new window pops up select “Add an email reminder” and select how far in advance you wish to receive the notification.

