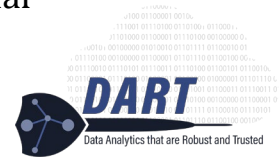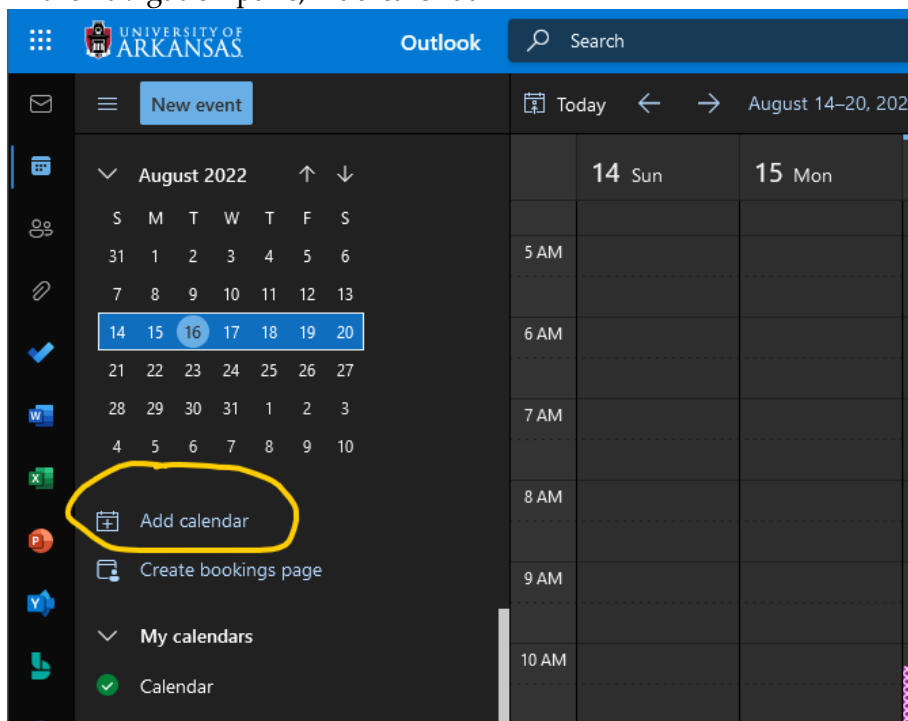# How to Subscribe to the DART Master Calendar
for Microsoft Outlook users

The following are instructions based on the guidance provided by Microsoft for [subscribing to a calendar](#) while using the Outlook web interface.

1. From the calendar view in Outlook on the web
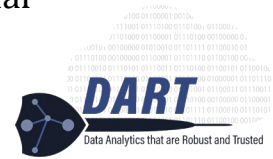
2. In the navigation pane, **Add calendar**

3. Select the option for **Subscribe from web**

4. Paste the following into the box:
   ```
   https://outlook.office365.com/owa/calendar/82201e92cb66476eac36b40c2505
   d6ad@uark.edu/b02a46e4d1c848658803fffb9c788b071523776969837669 5315/cale
   ndar.ics
   ```

5. Update the Calendar name to **DART Master Calendar** (or whatever name works for you and your organizational system)

6. Select a color associated icon if that is your preference

7. Select from the drop-down in which section you would like the calendar to appear; I added this calendar to "My calendars" so that it is easy to find, but this is not required. Select whatever location works for your and your organizational system.

8. Click the **Import** button to add the calendar

9. Lastly, click the radio button next to the calendar so that it will display alongside your other calendars.

If you typically use the desktop version of Outlook; you can now go to that application and click the "refresh" button and/or re-start the application and the calendar will be available there as well.

By subscribing to the calendar (rather than uploading and importing) the calendar will be updated automatically as we add events.