

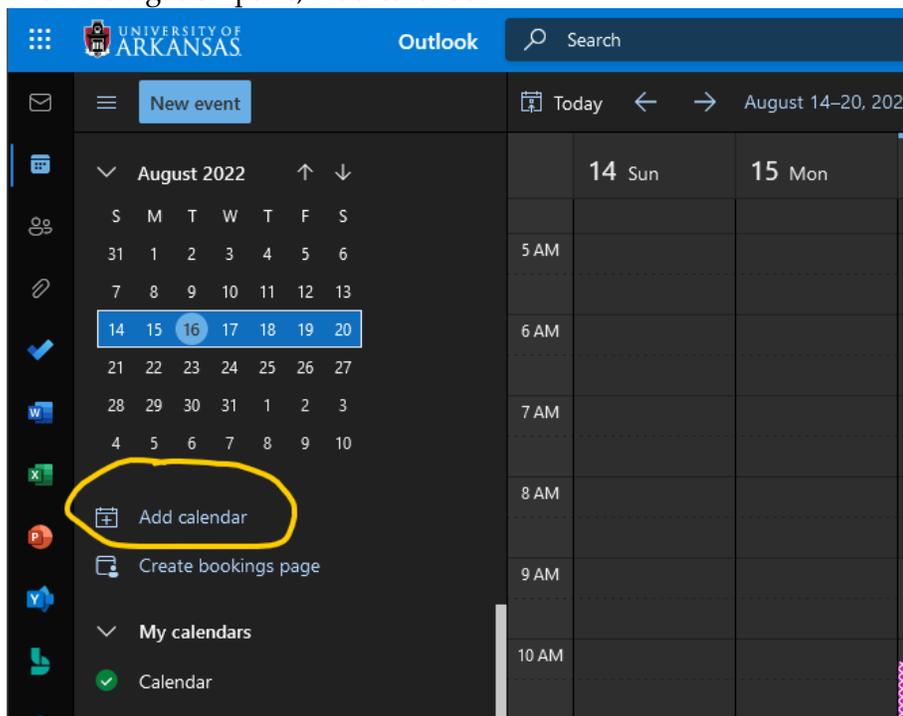


How to Subscribe to the DART Master Calendar for Microsoft Outlook users



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/82201e92cb66476eac36b40c2505d6ad@uark.edu/b02a46e4d1c848658803fffb9c788b0715237769698376695315/calendar.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

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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.

Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory
- Subscribe from web**
- Upload from file
- Holidays
- TeamSnap
- Sports
- TV
- 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 author of the calendar makes will be updated automatically.

<https://outlook.office365.com/owa/calendar/82201e92cb664...>

DART Master Calendar

Color

Color selection: Red, Orange, Yellow, Green, Teal, Blue, Purple, Pink, Grey. [Customize](#)

Charm

Charm selection: [Grid of icons]

Add to

Other calendars

Import **Discard**

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.

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