

## Add calendar

1. Click [Calendar].



2. Click  $[Add calendar] \rightarrow [Secondary calendar] \rightarrow enter the name you want .$ 

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- 3. How to import of NTU calendar.
  - 3-1 Please go to the 【Office of Academic Affairs】 page on the NTU website, and click 【Academic Calendar】.

(<u>https://www.aca.ntu.edu.tw/w/acaEN/Index</u>)



2. Right - click  $[Academic Calendar] \rightarrow [Copy link address].$ 

National Tai Office of	iwan University Academic Affai	irs	WAR.	
	About Us	Cur	rrent Student	Faculty
Academic C	alendar		Home / Academic C	Calendar
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- 3. Click  $(Add calendar) \rightarrow (From internet)$ .

4. Paste the copied link address into the 【Link to the calendar】 field, circle the selection and change "html" to "ics", after setting completed please click on 【Save】.

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Calendar subscription Subscribe online and keep up to date.	
Link to the calendar	Circle the selection and change "html" to "ics".
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Calendar name	
NTU Calendar	
You can set the name yourse	lf



5. You can see the added calendar.

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