

## How to import NTU calendar .ics

1. Please go to the **【學務處 Office of Academic Affairs】** page on the NTU website and click on **【本校行事曆 Academic Calendar】**.

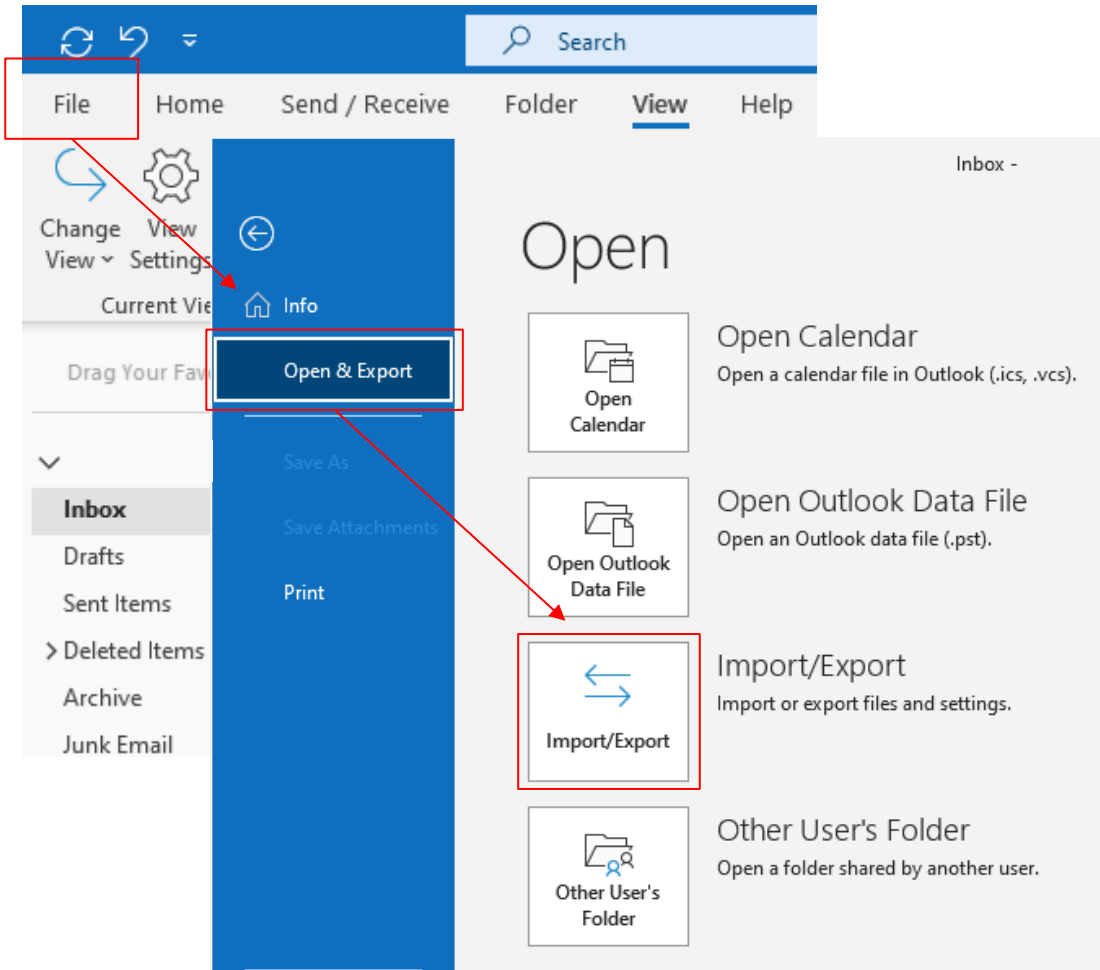
( <https://www.aca.ntu.edu.tw/w/aca/Index> )



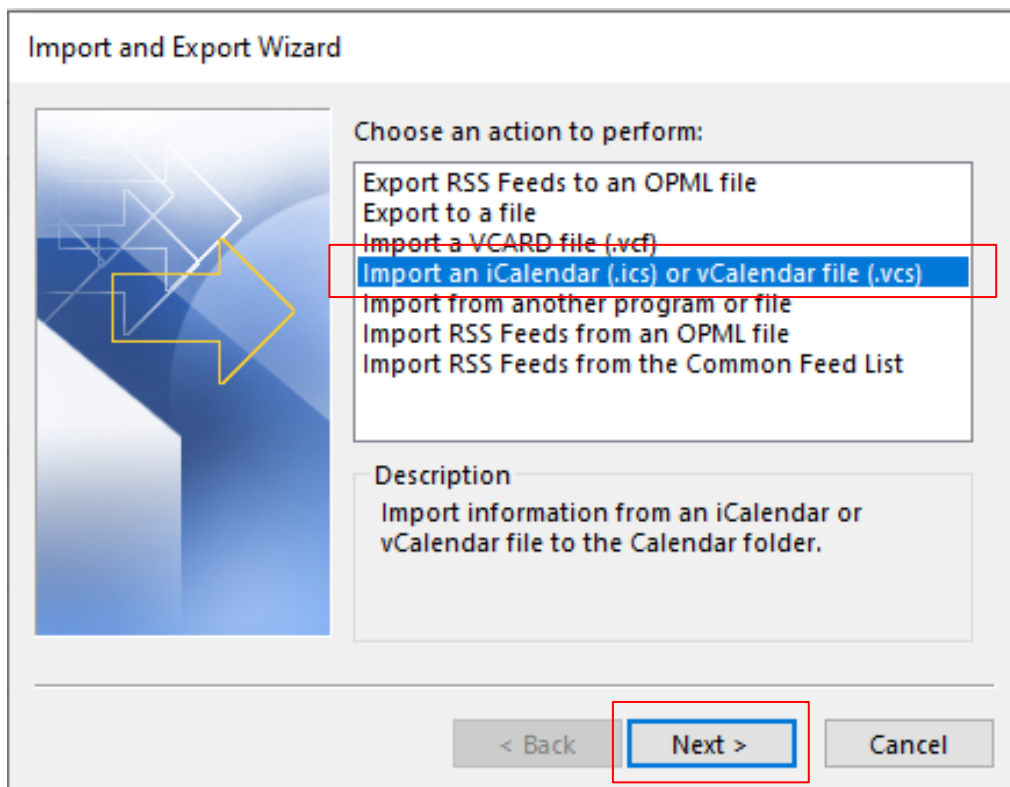
2. Click on the **【 URL 】** within the red box, download the NTU calendar (.ics) to your desktop.



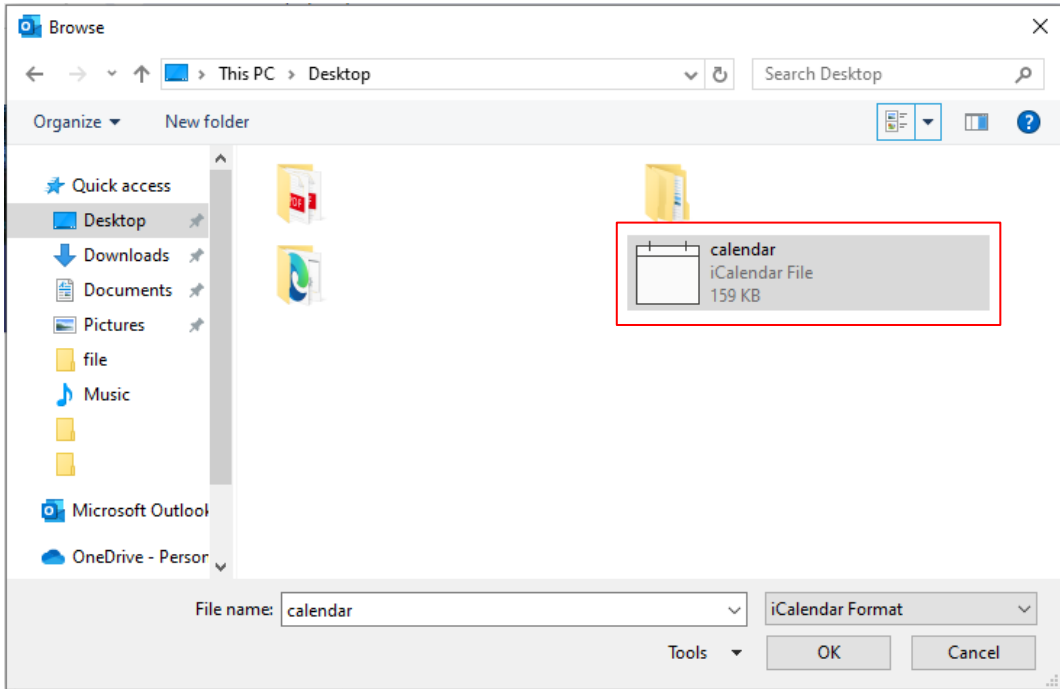
3. Open Outlook, click **File** → **Open & Export** → **Import / Export** .



4. Select **Import an iCalendar(.ics) or vCalendar file(.vcs)** → **Next** .

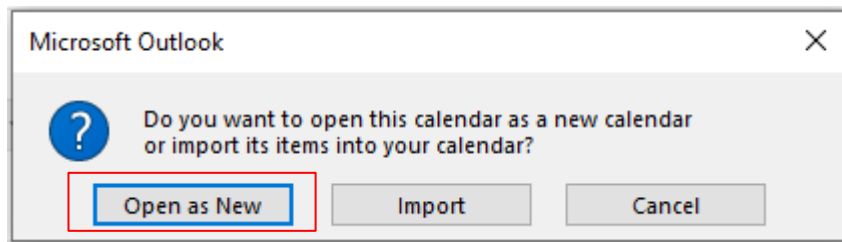


5. Locate the saved **【 calendar .ics 】** file and click on **【OK】** .

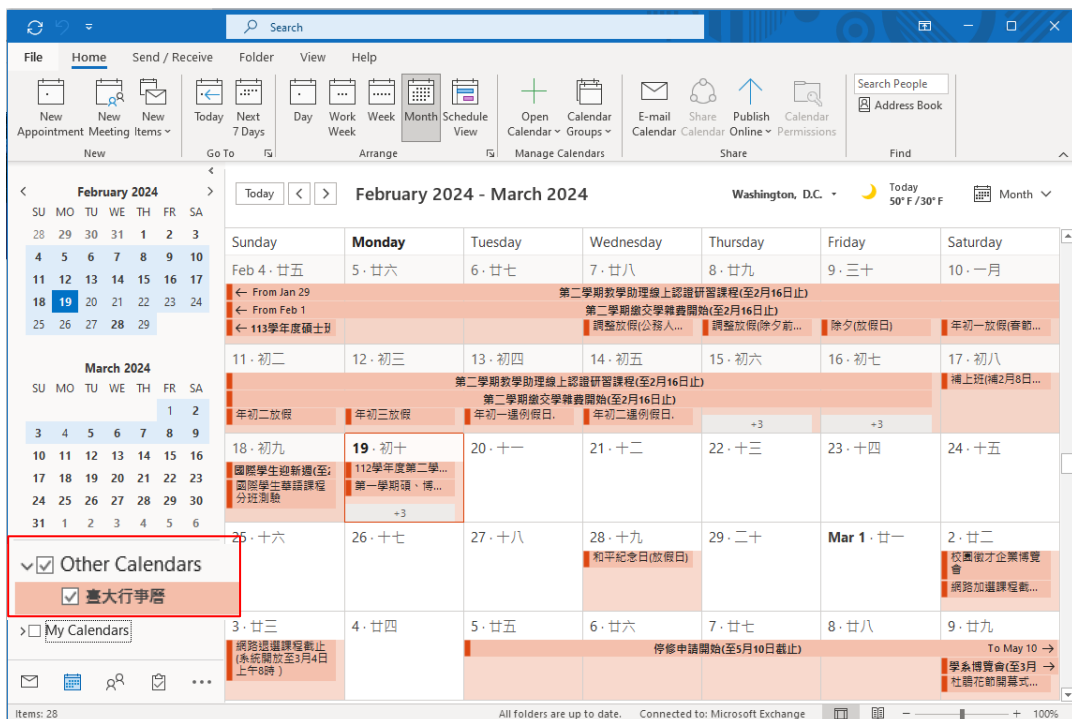


**【Scheme A】** Opening as a new calendar.

1. Click **【Open as New】** .

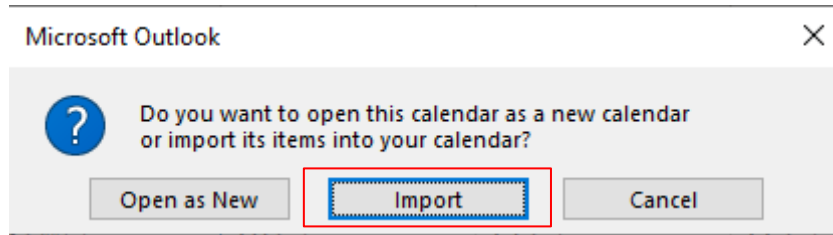


2. Add the NTU Calendar to **【Other Calendar】** .



## 【Scheme B】 Import

1. Click **【Import】** .



2. Merge the NTU calendar into **【My Calendar】** .

