

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】.

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



2. Click on the **[** URL **]** within the red box, download the NTU calendar (.ics)

to your desktop.

| 本校行事曆 | 首頁 / 本校行事曆 / |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| | 請輸入關鍵字 |
| 國立臺灣大學112學年度行事, 國立臺灣大學111學年度行事, 國立臺灣大學網頁版行事曆 。訂閱說明:網頁版行事曆訂 。加入到Google 日曆,請參 | 曆 曆 閱說明 考 Google 日曆-利用連結新增日曆 說明,日曆網址請輸入https://ppt.cc/fXxnLx |



3. Open Outlook, click $[File] \rightarrow [Open \& Export] \rightarrow [Import / Export]$.



4. Select $[Import an iCalendar(.ics) or vCalendar file(.vcs)] \rightarrow [Next].$

| Import and Export Wizard | | | | | | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| | Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List | | | | | | |
| | Description Import information from an iCalendar or vCalendar file to the Calendar folder. | | | | | | |
| | < Back Next > Cancel | | | | | | |



5. Locate the saved [calendar .ics] file and click on [OK].

| • Browse | | | | × |
|-----------------------------------------------------------------------------------|-----------|----------------|------------------|-------|
| \leftarrow \rightarrow \checkmark \uparrow \blacksquare \flat This PC | > Desktop | ~ ∂ | Search Desktop | م |
| Organize 🔻 New folder | | | | • |
| Quick access Desktop | 203 | | ıdar | |
| Documents | | iCale 159 K | ndar File B | |
| File | L | | | |
| Music | | | | |
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| o Microsoft Outlool | | | | |
| 📥 OneDrive - Persor 🗸 | | | | |
| File name: | calendar | ~ | iCalendar Format | ~ |
| | | Tools 🔻 | ОК С | ancel |

[Scheme A] Opening as a new calendar.

1. Click [Open as New].



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

| C | 9; | - | | | | 𝒫 Search | | | | | | - 0 × |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|-----|--------------|-----------------------------|---------------------------|-------------------------|-------------------------|------------------------|----------------------------|------------------------|
| File | File Home Send / Receive Folder View Help | | | | | | | | | | | |
| New Appoint | New New New Today Next Day Work Week Month Schedule Open Calendar E-mail Share Publish Calendar Address Book New New Go To To Arrange To Manage Calendars Share Share Publish Calendar Address Book | | | | | | | | | | | |
| < SU I | F е мо т | e brua TU W | y 202 4 E TH | FR | × ک SA | Today < > | February 202 | 4 - March 2024 | 4 | Washington, D.C | ∑ → J Today 50° F / 30° | F Month V |
| 28 | 29 3 | 30 3 | 1 1 | 2 | 3 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 4 | 5 | 67 | 8 | 9 | 10 | Feb 4 · 廿五 | 5.廿六 | 6.廿七 | 7.廿八 | 8.廿九 | 9·Ξ+ | 10.一月 |
| 10 | 10 1 | 15 I 20 2 | 4 IJ | 22 | 24 | ← From Jan 29 | | 第二 | 學期教學助理線上認證研 | 开習課程(至2月16日止) | | |
| 25 | 26 | 20 2 27 2 | B 29 | 25 | 24 | ← From Feb 1 ← 113學年度碩士刊 | | | 第二學期繳交學雜費開 調整放假(公務人 | 始(至2月16日止) 調整放假(除夕前 | 除夕(放假日) | 年初一放假(春節 |
| | , | March | 2024 | | | 11 · 初二 | 12 · 初三 | 13 · 初四 | 14 · 初五 | 15 · 初六 | 16 · 初七 | 17 · 初八 |
| SU | мо т | TU W | ETH | FR | SA | | 第二學期教學助理線上認證研習課程(至2月16日止) | | | | 補上班(補2月8日 | 補上班(補2月8日 |
| | | | | 1 | 2 | 年初一放假 | ■年初三放假 | 第二學期繳交學雜書 ■ 年初一课例假日。 | 2開始(至2月16日止) ■ 年初二课例假日。 | | | |
| 3 | 4 | 56 | 7 | 8 | 9 | | | | | +3 | +3 | |
| 10 | 11 1 | 12 1 | 3 14 | 15 | 16 | 18 · 初九 | 19 · 初十 | 20 · + | 21.+= | 22·+= | 23.十四 | 24 · 十五 |
| 17 | 18 1 | 19 2 | 0 21 | 22 | 23 | 國際學生迎新週(至) 國際學生華語課程 | 112字平度弗_字 第一壆期碩、博 | | | | | |
| 24 | 25 2 | 26 2 | 7 28 | 29 | 30 | 分班測驗 | +3 | | | | | |
| 31 | 1 | 2 3 | 4 | 5 | 6 | 25.十六 | 26·+± | 27 · 十八 | 28.十九 | 29+ | Mar 1 · 廿一 | 2.廿二 |
| $\overline{\sqrt{2}}$ | Oth | ner (| Cale | nda | ars | | | | 和平紀念日(放假日) | | | 校園徽才企業博覽 |
| | | 憲大 | 行事 | i i | | | | | | | | 網路加選課程截 |
| >□ M | y Cal | enda | rs | | | 3.廿三 | 4.廿四 | 5.廿五 | 6.廿六 | 7.廿七 | 8、廿八 | 9.廿九 |
| h | 網路退選課程載止 | | | | | 網路退選課程截止 (系統關放至3月4日 | | | 停修申請 | 開始(至5月10日截止) | | To May 10 → |
| | | R | ۶ [| 1 | •••• | 上午8時) | | | | | | 學条博覽會(至3月 → 杜鵑花節開幕式 |
| Items: 28 | | | | | | | | All folders are up | to date. Connected to | o: Microsoft Exchange | — — — | + 100% |



[Scheme B] Import

1. Click [Import].



2. Merge the NTU calendar into [My Calendar].

| 0 9 = | 𝒫 Search | | | | | | - • × | |
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| File Home Send / Receive Folder View Help | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| New New New Today | New New New Today Next Day Work Week Month Schedule Open Calendar E-mail Share Publish Calendar And Andrew Construction and C | | | | | | | |
| New Go | ppontument weeking tierins * 1 bays vivex view calendar - dietodar - Calendar - Calend | | | | | | | |
| < | | | | | | | | |
| < February 2024 > | Today < > F | ebruary 2024 | 4 - March 2024 | Ļ | Washington, D.C | . • 🌞 Today 46°F/30°I | F Month V | |
| 20 20 20 21 1 2 2 | | | | | | | | |
| 4 5 6 7 8 9 10 | Sunday M | londay | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| 11 12 12 14 15 16 17 | Feb 4 · 廿五 5 | • 廿六 | 6.廿七 | 7.廿八 | 8.廿九 | $9 \cdot \equiv +$ | 10.一月 | |
| 18 10 20 21 22 23 24 | ← From Jan 29 | From Jan 29 第二學期教學助理線上認證研習課程(至2月16日止) | | | | | | |
| 25 26 27 28 20 | ← From Feb 1 | | | 第二學期繳交學雜費開始 調整新 <i>限(</i> 公務人 | ≜(至2月16日止) ■ 調整対照/除点前 | ■陸々(前個日) | (午初 | |
| | ← 113学年度領土加 | | | NO DE UX INCLUSION / CO | NY TERY IN (NY ARD) | By 2 (ax by La) | + 91 0X IX (197 80 | |
| March 2024 | 11·初二 12 | 2.初三 | 13 · 初四 | 14 · 初五 | 15 · 初六 | 16·初七 | 17 · 初八 | |
| SU MO TU WE TH FR SA | | 第 | 二學期教學助理線上認調 | 置研習課程(至2月16日止) | 1 | | 補上班(補2月8日 | |
| 1 2 | 年初二放假 年 | F初三放假 | 第 学期繳父學雜費 年初一遇例假日. | 開始(全2月16日止) 年初二遇例假日. | | | | |
| 3 4 5 6 7 8 9 | | | | | +2 | +2 | | |
| 10 11 12 13 14 15 16 | 18·初九 1 | 9 · 初十 | 20 · + | 21.+= | 22.+= | 23 · 十四 | 24.十五 | |
| 17 18 19 20 21 22 23 | 國際學生迎新週(至: 1) 國際學生茲語課程 普 | 12学牛度第二学 | | | | | | |
| 24 25 26 27 28 29 30 | 分班测驗 | | | | | | | |
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| | 25. +7 20 | 6·+- | 27. +)(| 28・十九 和平紀今日(故保日) | 29 | | ビー が同様才心準備等 | |
| ✓III My Calendars | | | | 11 T #6-2-11 (02 Hz 11) | | | 會 | |
| Calendar | | | | | | | 網路加選課程截 | |
| Birthdays | 8.廿三 4 | .廿四 | 5.廿五 | 6.廿六 | 7.廿七 | 8.廿八 | 9.廿九 | |
| | 網路退選課程截止 (系統開放至3日4日 | | | 停修申請問 | 開始(至5月10日截止) | | To May 10 \rightarrow | |
| ⊠ k ^R ⊡ … | 上午8時) | | | | | | 學条博覽會(至3月 → 杜鵑花節開幕式 | |
| Items: 28 | | | Updating Calenda | ar. Connected to | : Microsoft Exchange | — — — | + 100% | |