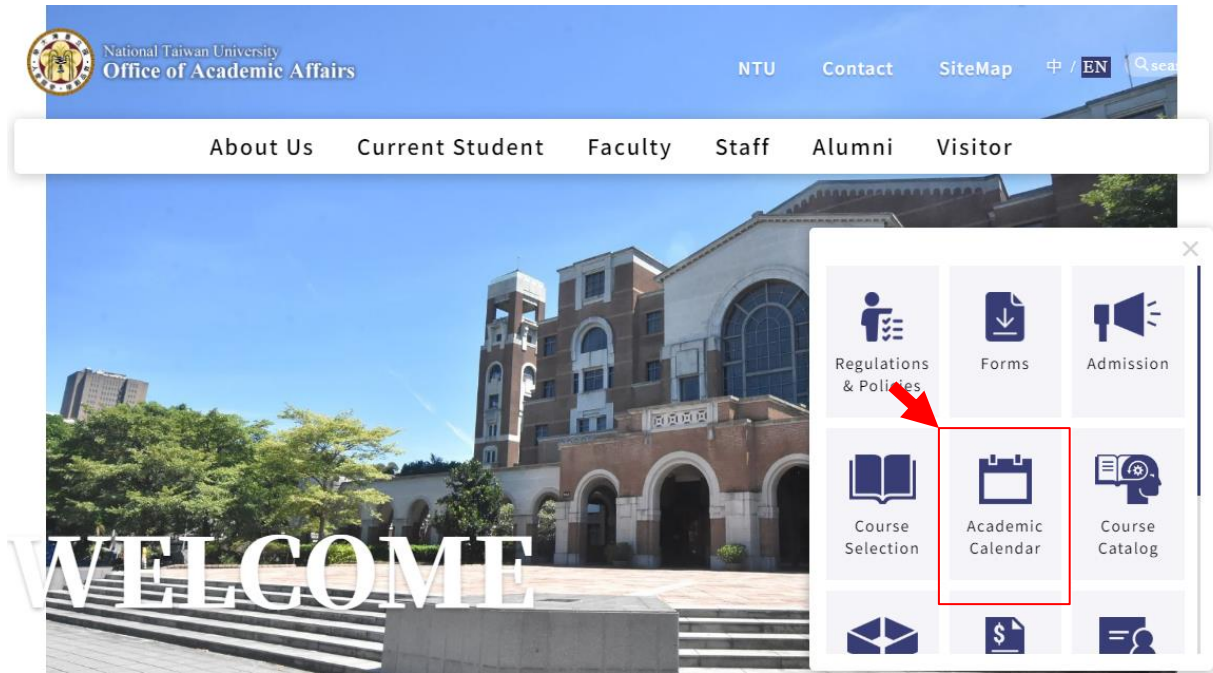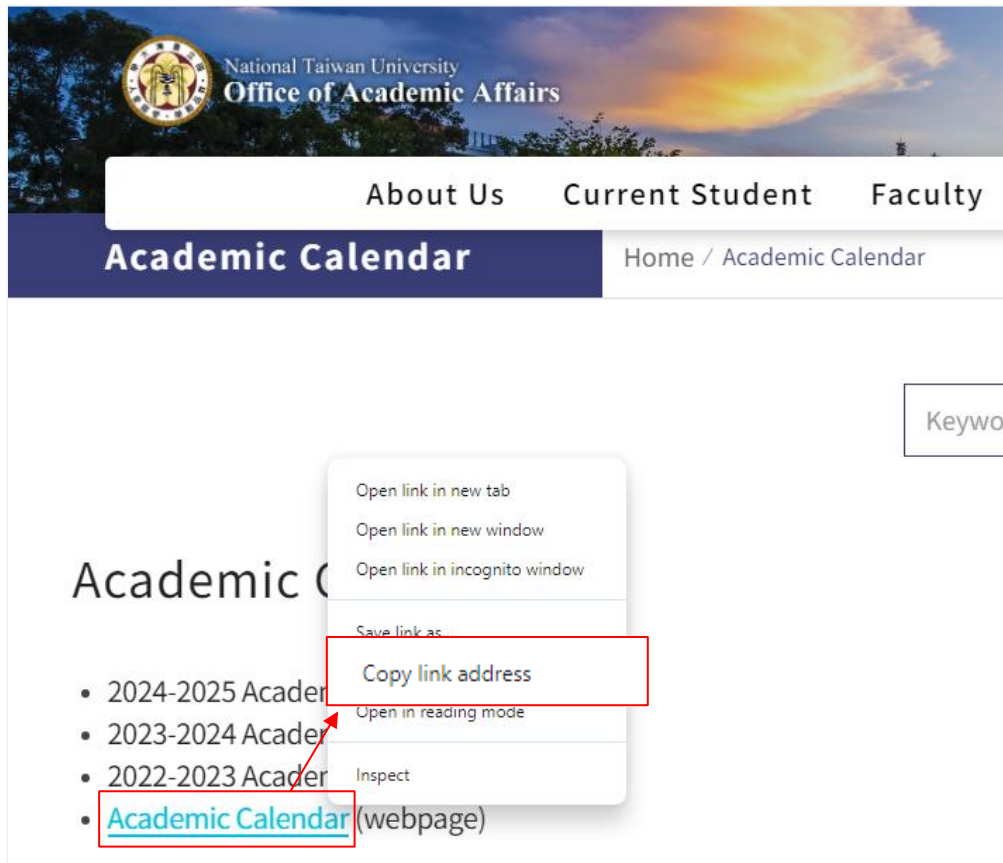# Subscribe NTU calendar in Outlook

1. Please go to the 【Office of Academic Affairs】 page on the NTU website and click on 【Academic Calendar】.
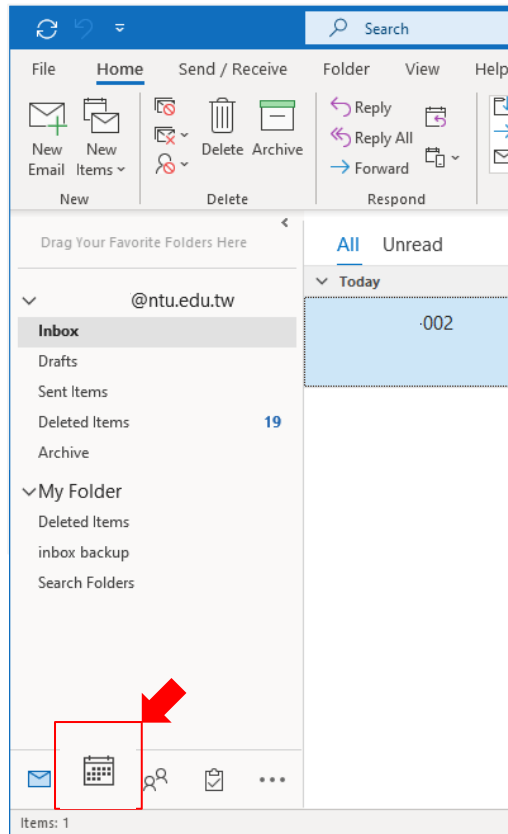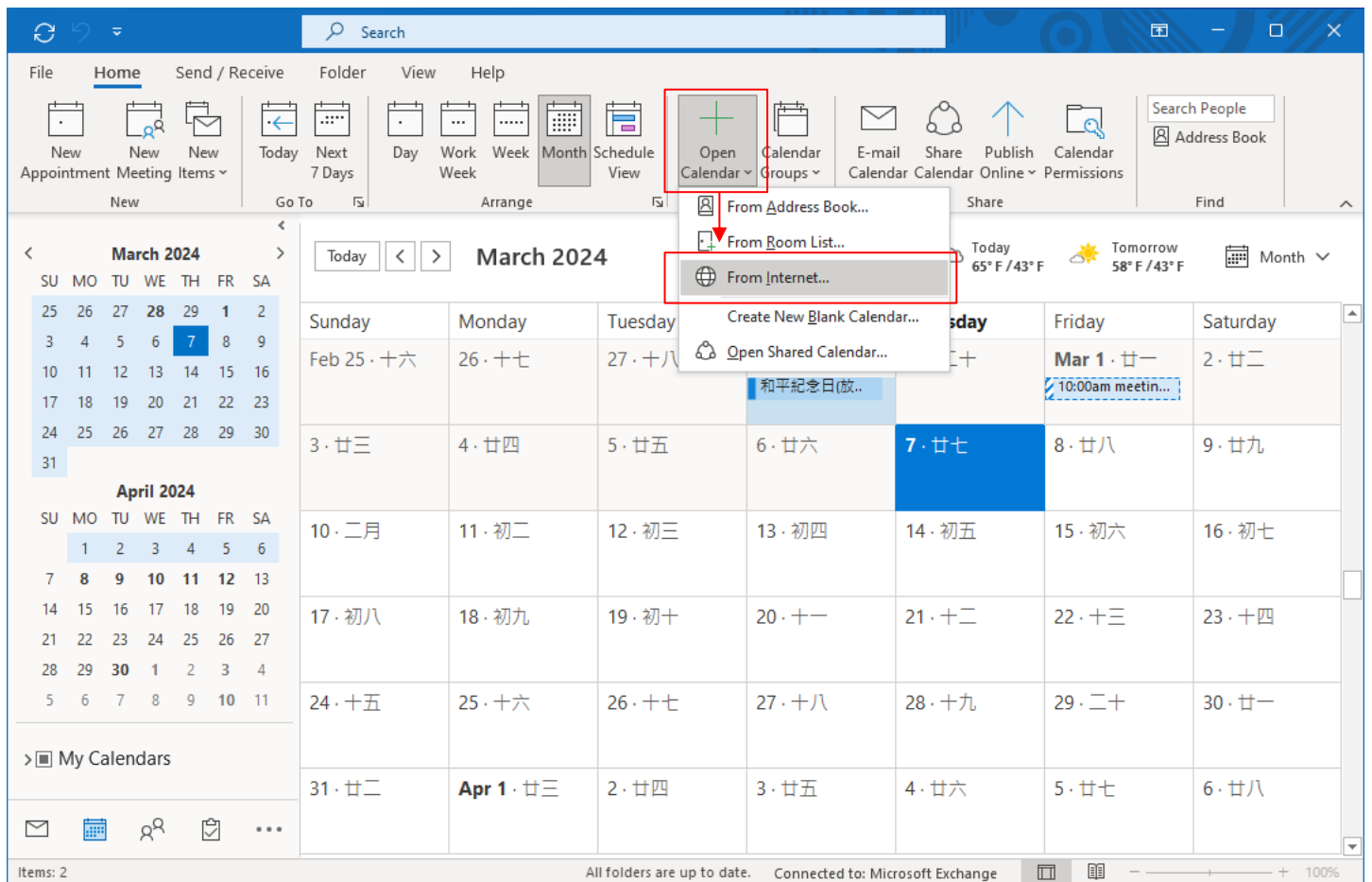   (https://www.aca.ntu.edu.tw/w/acaEN/Index)
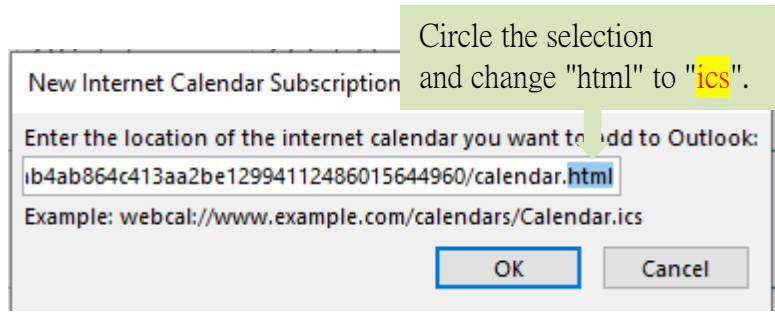

2. Right-click 【Academic Calendar】→【Copy link address】.
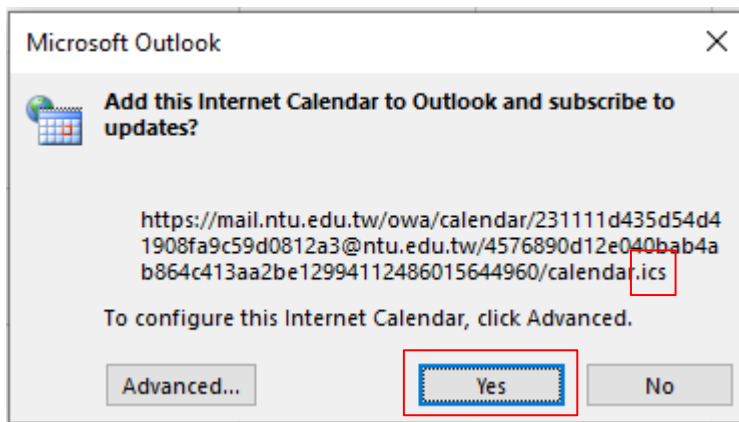
3. Click on the icon and switch【Calendar】.

4. Click【Open Calendar】, then select【From internet ...】.

5. Paste the copied link address into the field, circle the selection and change "html" to "ics", then click【OK】.

6. Pop up the confirmation window, click【Yes】.

7. NTU calendar added successfully.