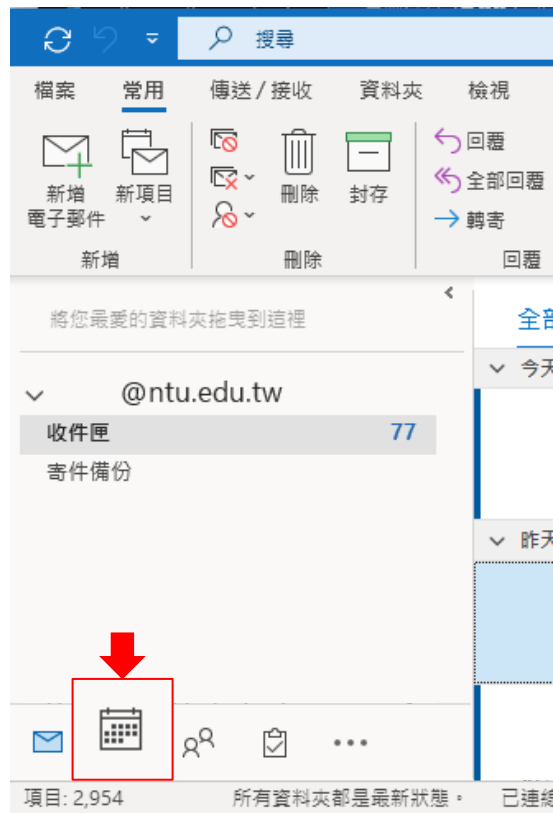
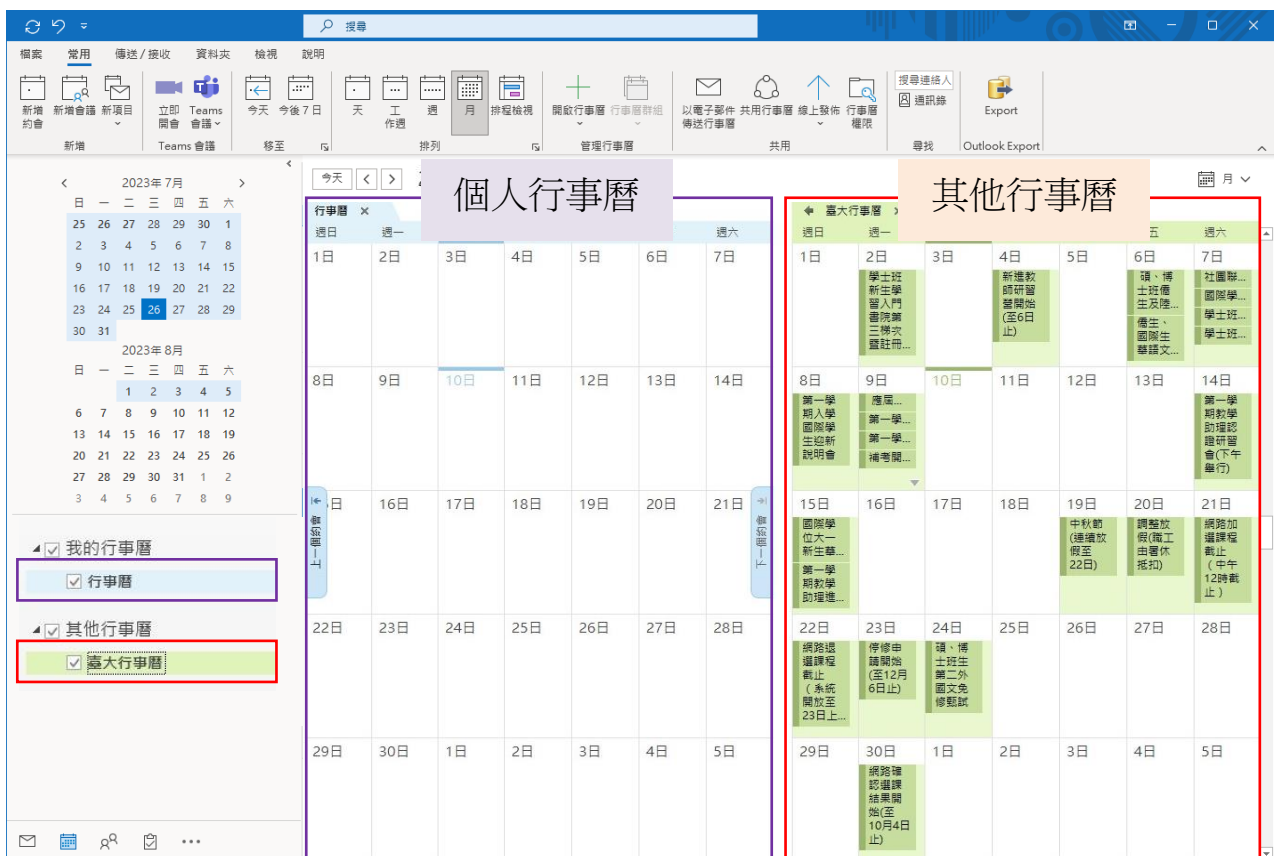


## 其他行事曆事件併入個人行事曆

1. 選擇左下方【行事曆】圖示。(以outlook 2021 為例)



2. 勾選個人行事曆(紫框) 跟其他行事曆(紅框)。





3. 將滑鼠移至事件上，按住拖曳至自己的行事曆上。

The screenshot shows two calendar windows. The left window is the user's personal calendar for September 2013. The right window is titled '臺大行事曆 (Ctrl+E)'. A green event box for '中秋節 (連續放假至22日)' is being dragged from the right calendar to the date 19th in the left calendar. A red arrow indicates the direction of the drag. The event details are: 開始: 2013/9/19 上午 12:00, 結束: 2013/9/20 上午 12:00, 提醒: 無.

4. 事件會自動出現在相對應的日期，即可自由編輯。

The screenshot shows the same calendar interface as above, but now the 'Mid-Autumn Festival' event is placed on the 19th of the user's calendar. A text box with a green background says '滑鼠雙擊可編輯事件' (Double-click mouse to edit event). The event details in the right calendar are: 開始: 2013/9/19 上午 12:00, 結束: 2013/9/20 上午 12:00, 提醒: 無.