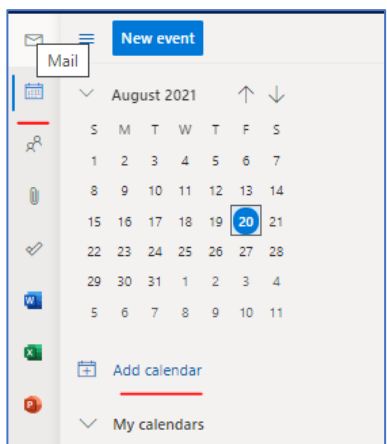


How to Subscribe Medical School Calendar with Outlook

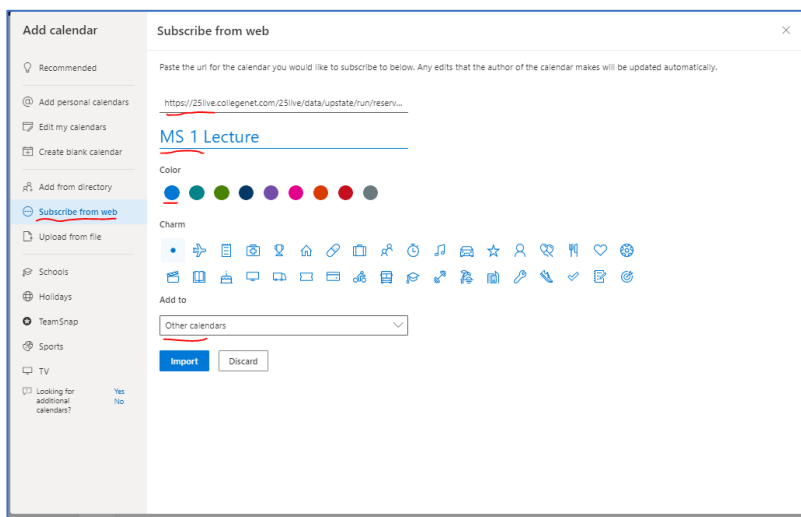
1. Go to <https://owa.upstate.edu>
2. Login with your full upstate email address and password.
3. Click on “Calendar” followed by “Add calendar”



4. Select “Subscribe from web”
5. Paste in the URL for the MS2 calendar:

<https://outlook.office365.com/owa/calendar/8d4be53709694992a6609831b36d95fc@upstate.edu/7a6741f87a7c4348bda2a0fb4a6fd1e29296154764641256883/calendar.ics>

6. Give the Calendar a meaningful name, assign a color, then select where you want the calendar stored, if desired. Click Import after everything is set.



7. Once done all the events will show on your calendar*. If you don't see the events, make sure the calendar is checked. Once added through OWA this will also be visible on any mobile devices that you receive email on. If you don't see the calendar, be sure to check that it's not being filtered on your mobile device.

**Please note that it may take up to 20 minutes for items to appear in your calendar.*