

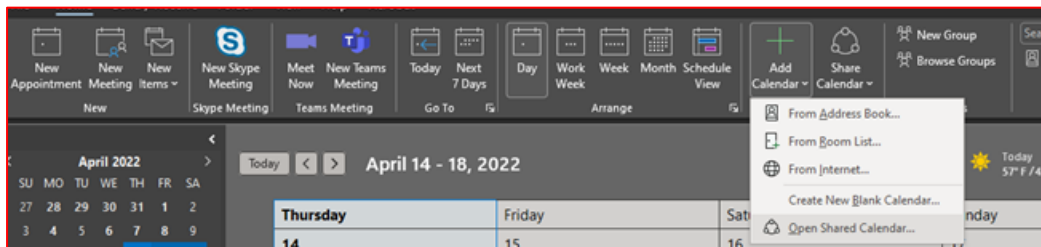
Add Shared SAIF Calendar

Windows

1. Open Outlook.
2. Click the calendar icon in the lower left hand corner of Outlook.



3. In the Quick Access Toolbar at the top of the window, click on **Add Calendar ... Open Shared Calendar**.



4. Enter the name "SAIF Calendar" then click OK.

Note: You can also subscribe to the SAIF .ics calendar by tapping on the blow link to outlook calendar.

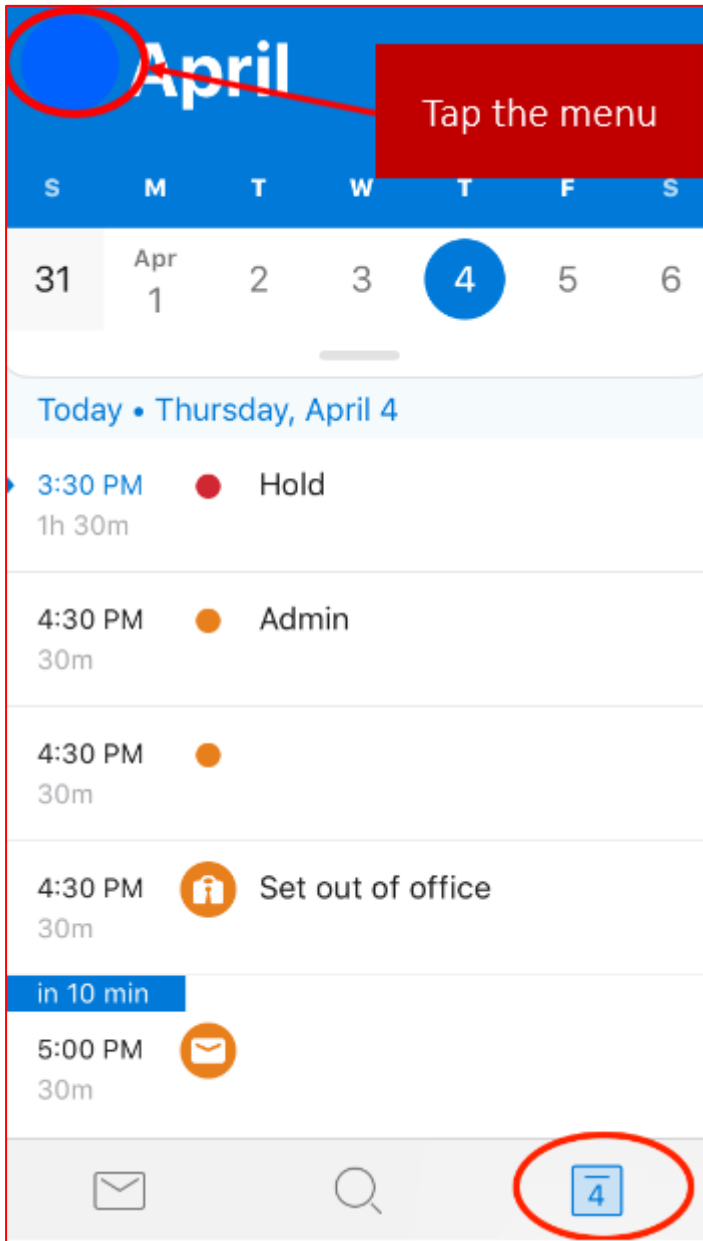
<https://partner.outlook.cn/owa/calendar/696fdf6da5134853baf32209bca9387f@saif.situ.edu.cn/6a28608d3620405584c9d244884e3d9a9788742597581123929/calendar.ics>

Mac OS X

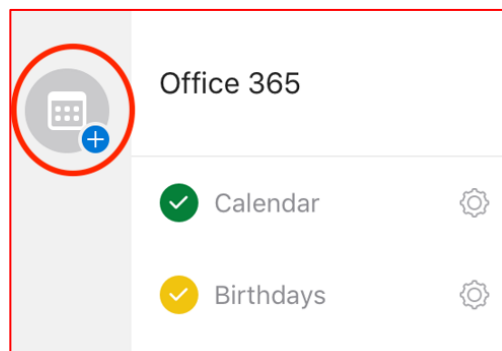
1. Open Outlook. Click the Calendar icon in the bottom left corner of Outlook.
2. Click the Home ribbon in the upper left corner of Outlook.
3. Click Open Shared Calendar in the Home ribbon.
4. Enter the name "SAIF Calendar"

Outlook app for iOS and Android

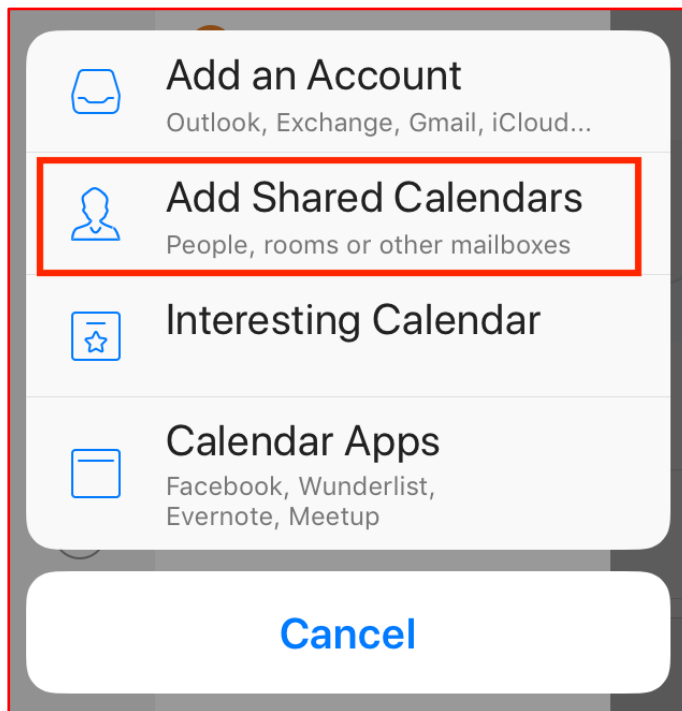
1. Tap on the Calendar menu. Then tap the menu located at top left corner.



2. Select + from top left corner.



3. Select Add a shared calendar.



4. Enter the name "SAIF Calendar".

The native calendar apps on iOS

1. Launch the iOS Settings app.
2. Go to **Calendar**.
3. Tap **Add Account**.
4. Tap **Other**.
5. Tap on **Add Subscribed Calendar**.
6. Copy below web address to the server location of the calendar.
<https://partner.outlook.cn/owa/calendar/696fdf6da5134853baf32209bca9387f@saif.sjtu.edu.cn/6a28608d3620405584c9d244884e3d9a9788742597581123929/calendar.ics>
7. Tap **Next** and then **Save**.
8. Launch Calendars and go to Settings.
9. Go to the **Local Calendars** settings menu and make sure that the subscribed calendar toggle is enabled there.

Note: You can also subscribe to an .ics calendar by tapping on a link to the calendar in the email or text message.

The native calendar apps on Android (Huawei not supported)

1. On your phone, open the native Calendar
2. Open the menu at the right top of the screen, and then go to Settings.
3. Tap **Import calendar** and select **import calendar from url**
4. Copy below web address to the URL.

<https://partner.outlook.cn/owa/calendar/696fdf6da5134853baf32209bca9387f@saif.sjtu.edu.cn/6a28608d3620405584c9d244884e3d9a9788742597581123929/calendar.ics>