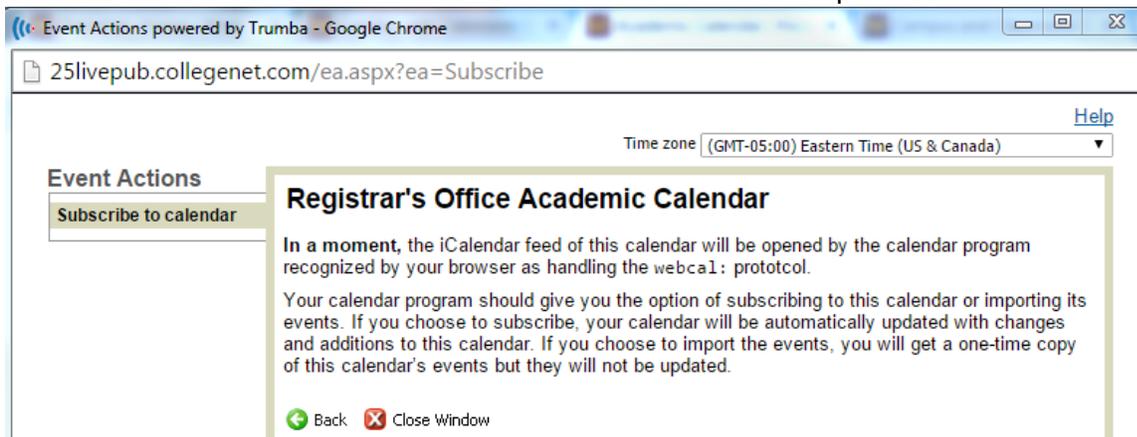


Sync instructions for PC users and those who use Microsoft Outlook Calendar:

- Click the “SUBSCRIBE” link, to the right of the “PRINT” link, near the top-right of the calendar.
- A box will open with several options: Select the button to “Subscribe to iCalendar Feed”.
- Click the “Subscribe” button. You will see instructions of how to proceed.



- You will get a “Launch Application” dialogue box: Select “Microsoft Outlook” and hit “OK”.
- When prompted to “Add the Calendar to your Outlook?”, click “Yes” – this will sync your calendar for approximately 270 days.
- *Optional:* Click “Advanced” for the option to sync the Academic Calendar for 365 days.
 - After clicking the “Advanced” button, another dialogue box will appear where you can then **uncheck** the box in the “Update Limit” area. (Please note, enabling this feature may cause your Outlook to run slower than normal.)

