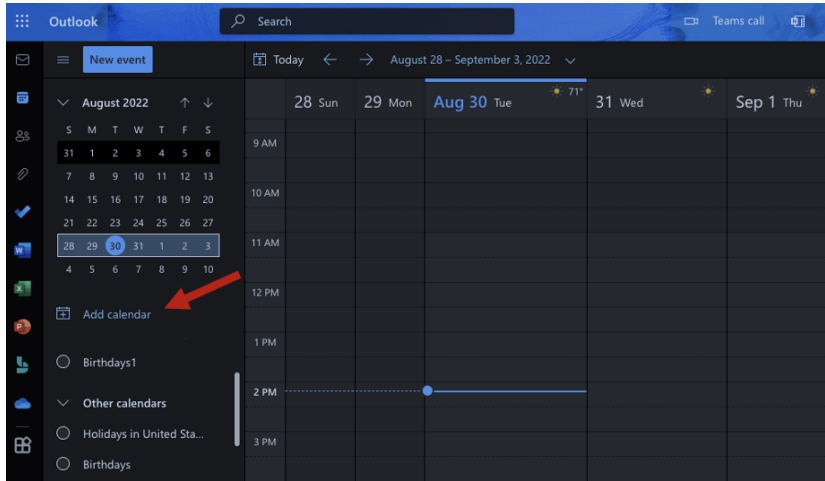
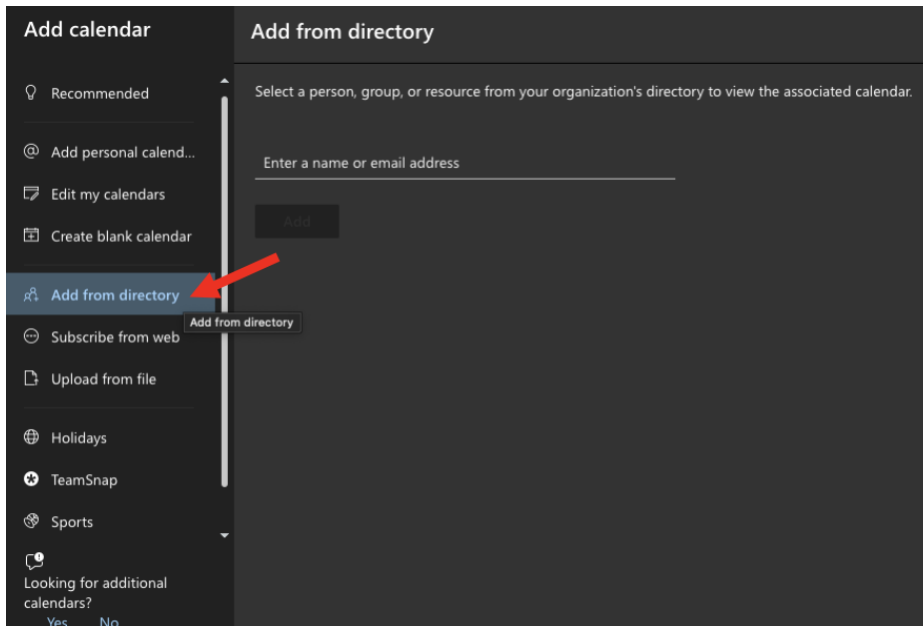


AI5 ADDING AIS EVENTS TO YOUR CALENDAR

I. OPEN OUTLOOK IN YOUR BROWSER AND CLICK THE CALENDAR ICON AT THE NAVIGATION PANE ON THE LEFT SIDE, THEN CLICK ADD CALENDAR



2. CLICK ADD FROM DIRECTORY



3. SEARCH FOR “AISTEAM@TEMPLE.EDU” AND CLICK ADD

The screenshot shows a dark-themed interface for adding a calendar. On the left is a sidebar titled "Add calendar" with several options: "Recommended", "Add personal calendars", "Edit my calendars", "Create blank calendar", "Add from directory" (highlighted in blue), "Subscribe from web", "Upload from file", "Holidays", "TeamSnap", "Sports", and "Looking for additional calendars?". The main area is titled "Add from directory" and contains the instruction "Select a person, group, or resource from your organization's directory to view the associated calendar." Below this is a search bar with the text "A aisteam X". Underneath the search bar is a section labeled "Add to" with a dropdown menu currently set to "People's calendars". A blue "Add" button is positioned below the dropdown menu.