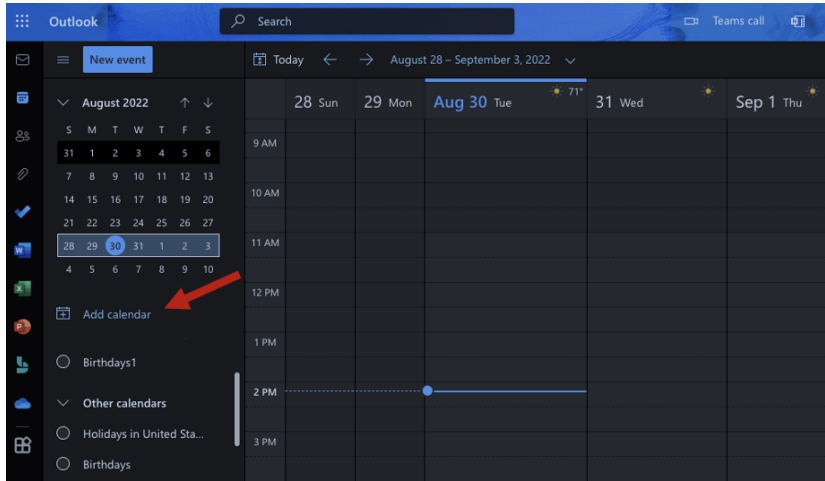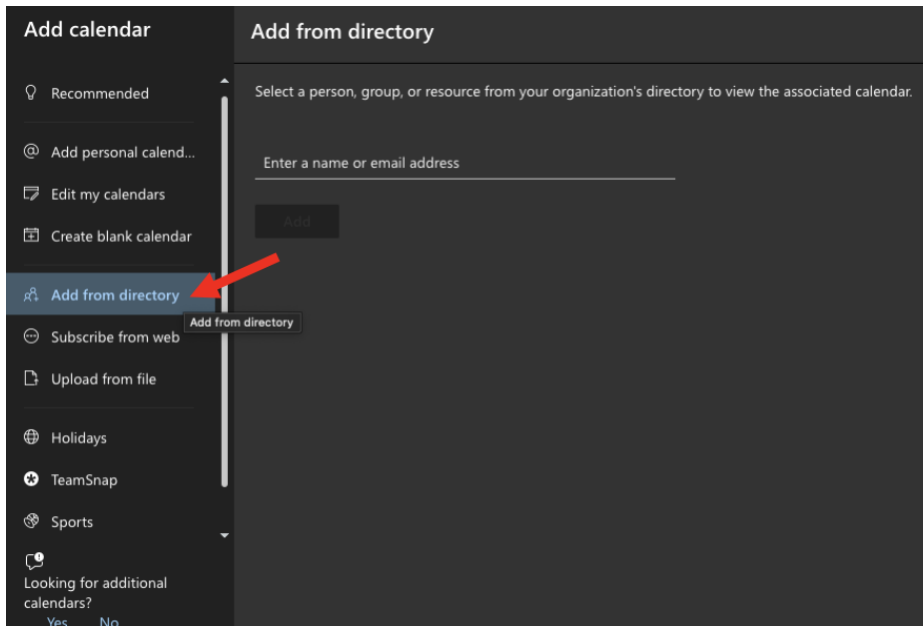# ADDING AIS EVENTS TO YOUR CALENDAR

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

Add calendar

- 💡 Recommended
- @ Add personal calendars
- 📝 Edit my calendars
- 🗓 Create blank calendar

- 👥 Add from directory
- ⊖ Subscribe from web
- 🗋 Upload from file

- 🌐 Holidays
- ✪ TeamSnap
- 🏀 Sports

💬❗
Looking for additional calendars?
Yes   No

Add from directory

Select a person, group, or resource from your organization's directory to view the associated calendar.

Ⓐ aisteam ✕

Add to

People's calendars ▾

Add