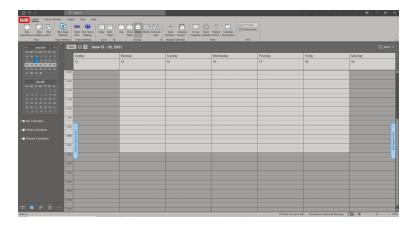
## Centre for Learning and Teaching Subscription Guide to CLT Activities iCal in Outlook (Desktop Version)

To subscribe to iCal using Outlook (desktop version), please take the following steps:

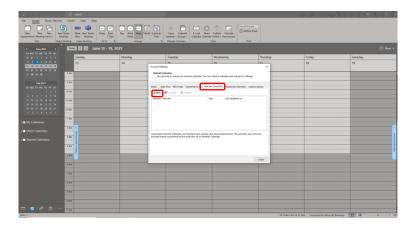
1. Click "File" tab.



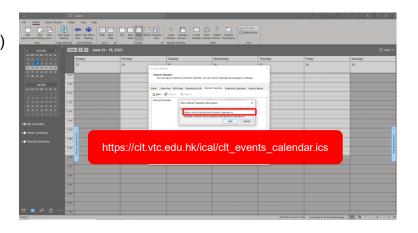
2. In Account Information, click "Account Settings".

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3. In the navigation pane, select "Internet Calendars" and "New".



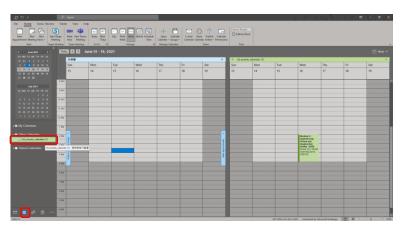
4. Enter this URL (https://clt.vtc.edu.hk/ical/clt\_events\_calendar.ics) and click "Add".



5. You may rename the folder, or click "OK" and "Close".

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 At the bottom of the page, click "Calendar" and select the "Calendar Check Box" in the "Others Calendar" Navigation Pane. Done.



Note: If you have any troubles during subscription, you may visit Microsoft Support website at <u>https://bit.ly/2TKY4kt</u> or contact CLT staff.

## \*\*\*\*END\*\*\*\*