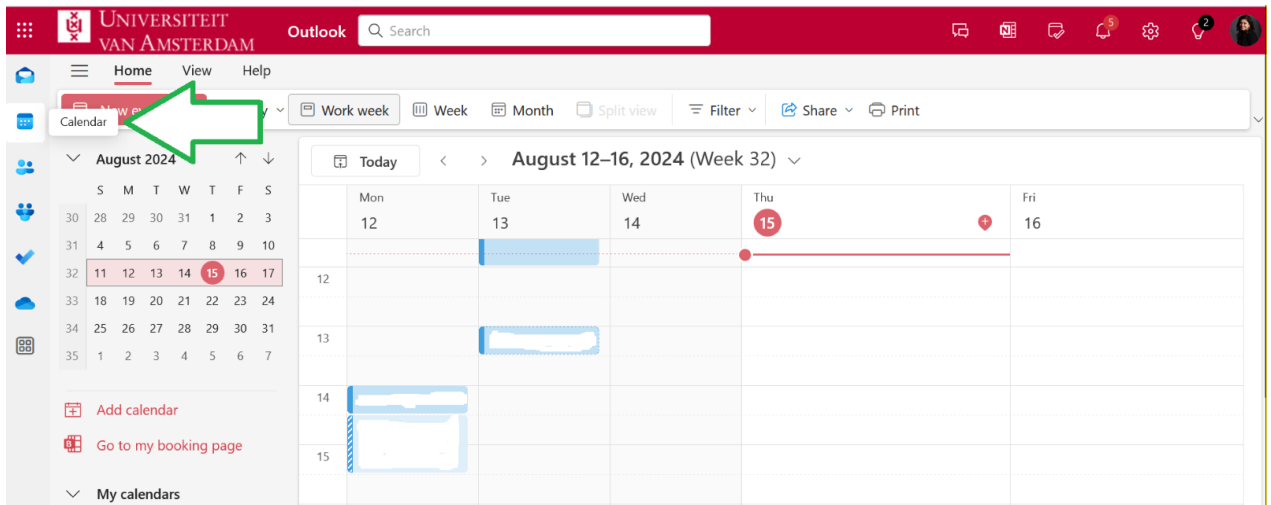


## This is how to add the Inclusion Calendar to Outlook

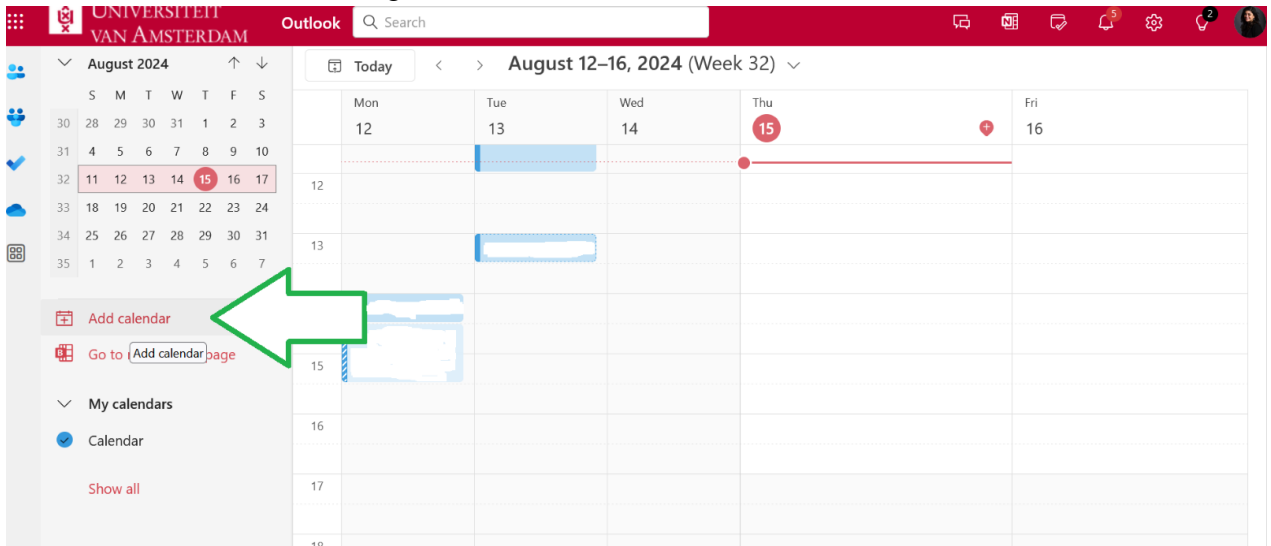
With the following steps you can add the Inclusion Calendar to your calendar in Outlook.

**Pay attention: it is important that you follow these steps in your browser, and not via the application on your computer!** By adding the Inclusion Calendar through your browser, your agenda will stay updated automatically and you will only have to add it once.

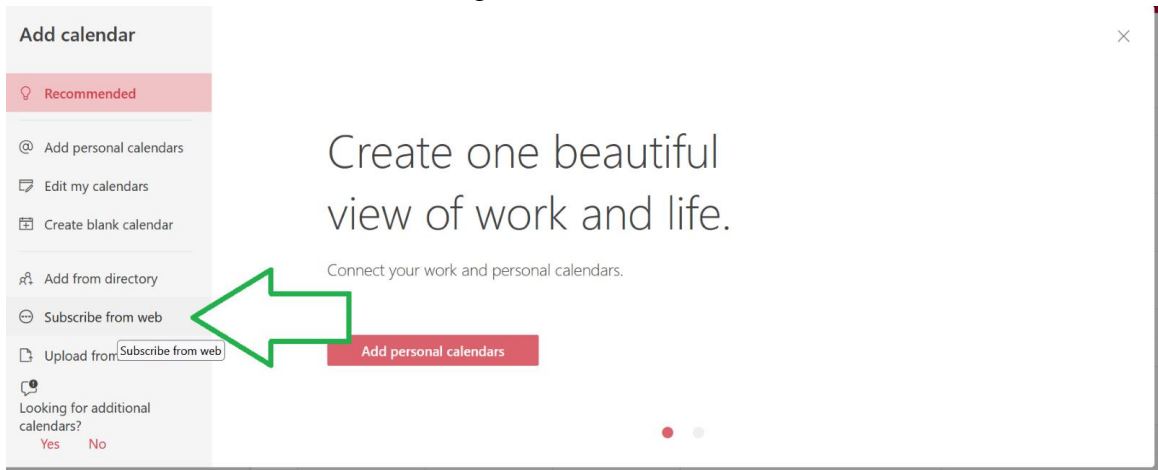
1. Go to [outlook.office.com](https://outlook.office.com) in your browser
2. Login with your UvAnetID and password
3. Go to your Outlook Calendar left in the menu (at the green arrow)



4. Choose: Add calendar (at the green arrow)

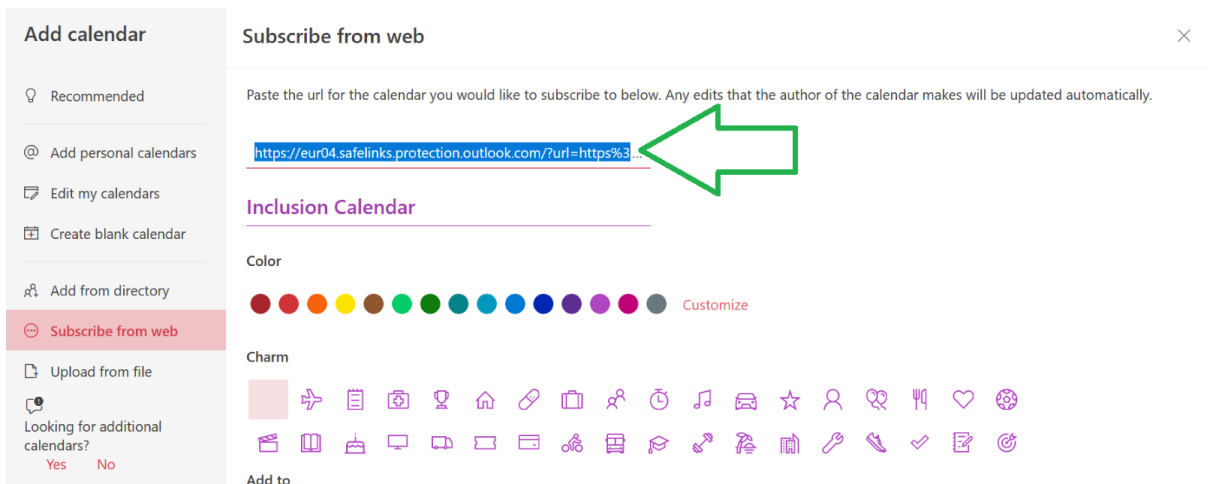


5. Choose: Subscribe from web (at the green arrow)



6. Copy and paste this URL in the empty space (at the green arrow):

<https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2F9a2150fd1d384809bf76af5233b8f8cb%40uva.nl%2F12a4de259eb84e42b204a08a72b9b7d915368206545390544452%2FS-1-8-4058848347-510515649-1748008544-932895452%2Freachcalendar.ics&data=05%7C02%7Cm.melissen%40uva.nl%7C6d46b293df974599748008dcb78ec297%7Ca0f1cacd618c4403b94576fb3d6874e5%7C0%7C0%7C638587070979486839%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iklk1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C&sdata=aOI57fJsDpxc%2FYmoGY7zr4%2FMjhrZ3kK7gXh52BcO2J8%3D&reserved=0>



7. Name the calendar: Inclusiekalender or Inclusion Calendar

8. Pick a colour and a charm if you like

9. Click Import (at the green arrow)

**Add calendar**

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory
- Subscribe from web**
- Upload from file

Looking for additional calendars?  
Yes No

**Subscribe from web**

**Inclusion Calendar**

Color: [Color selection icons] Customize

Charm: [Charm icons]

Add to: Other calendars [Dropdown]

**Import** ←

10. The Inclusion Calendar will appear among your other calendars

Online:

UNIVERSITEIT VAN AMSTERDAM Outlook

September 2024

S	M	T	W	T	F	S
35	1	2	3	4	5	6
36	8	9	10	11	12	13
37	15	16	17	18	19	20
38	22	23	24	25	26	27
39	29	30	1	2	3	4
40	6	7	8	9	10	11

September 2–6, 2024 (Week 35)

Mon	Tue	Wed
2	3	4

Opening of the 2024-2025 academic year  
Monday, September 2, 2024

In Outlook:

Home Send / receive Folder view Help

New Appointment Meeting Items

Schedule a Start Instant Meeting Zoom

Meet Now Teams Meeting

Today Next 7 Days

Day Work Week Week Month Schedule View

Add Calendar Share Calendar

Browse Groups Search People Address Book

16 - 20 september 2024

Calendar - @uva.nl

ma	di	wo	do	vr
16	17	18	19	20

Inclusion Calendar -

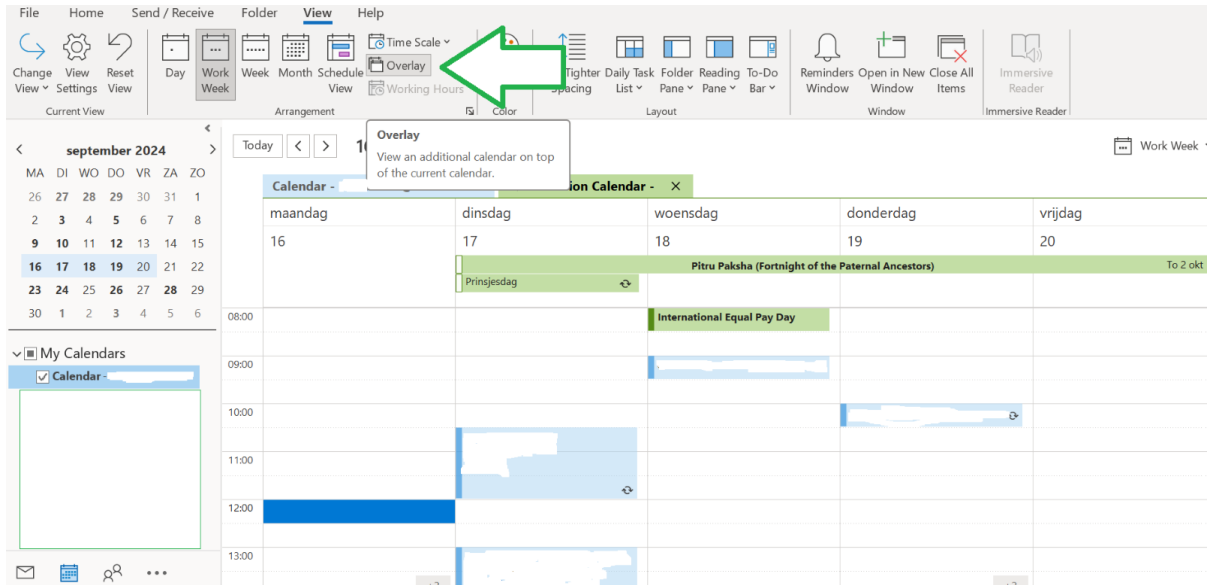
ma	di	wo	do	vr
16	17	18	19	20

Pitru Paksha (Fortnight of the Paternal Ancestors) To 2 okt

Prinsjesdag

International I

11. Bonus step: If you do not want the Inclusion Calendar to be show separately from your own calendar, go to View in your menu at the top. Choose the option Overlay (at the green arrow). This shows multiple calendars simultaneously.



## Any questions?

Do you have questions about the steps or are you unable to import the calendar? Contact ICTS via [servicedesk-icts@uva.nl](mailto:servicedesk-icts@uva.nl).

Do you have questions or feedback on the Inclusion Calendar? Contact the CDO via [diversity@uva.nl](mailto:diversity@uva.nl).

Read more about the Inclusion Calendar on the [A-Z list](#).