How to Add UM Campus Calendar to Outlook:
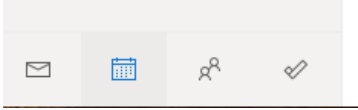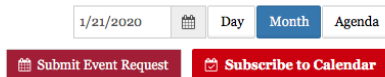
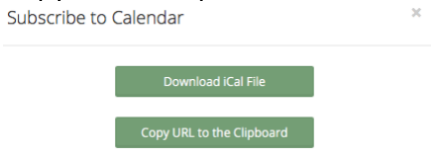1. Go to **outlook.office.com** & sign in

2. Click on the calendar icon in the bottom left hand corner
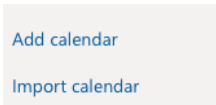
3. Go to umobile.edu/calendar & click **Subscribe to Calendar**

4. Copy Link to clipboard

5. Go back to Outlook Calendar on the web & press **Import calendar**

6. Choose **from Web** on the left-hand side and paste the link

7. Name the calendar: UM Campus Calendar

8. Press import

Should your calendar not auto-sync, you clear the cache so it will automatically re-sync with the calendar server.

1. Go to your Outlook App

2. Right click

3. Click properties
4. 'Empty Cache'