Subscribe to a Calendar in Outlook.com

Subscribe to a calendar

**Note:** When you subscribe to a calendar, your calendar will automatically refresh if the other calendar is updated. This can sometimes take more than 24 hours.

1. Sign into **LSU Email** or **Outlook.com** for non LSU users.
2. At the bottom of the page, select 📅.
3. In the navigation pane, select **Add calendar**.
4. Select **Subscribe from web**.

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**What to do if you don’t see Add calendar**

If you've collapsed the navigation pane next to the calendar, you'll have to expand it to reach the **Add calendar** feature.

To expand the navigation pane, select the icon ➕ at the top of the calendar.