Outlook on the Web: 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.

Open your web browser and sign into your LSU Email or Outlook.com (for non LSU users).

1. At the bottom of the page, select ☀️ to go to Calendar.

2. In the navigation pane, select Import calendar.

3. Under Import calendar, select From web.

4. Under Link to the calendar, type the URL for the linked calendar.

5. Under Calendar name, type the name you want to use for the calendar.

6. Select Import.