Open the email with the calendar link, where you will have 3 options on how to subscribe to the calendar (choose one of the following):

1) Click the very top of the email where it says:  
   ![Subscribe to this Calendar](image)

2) Click the attachment link:  
   ![END_USER_Payroll_Calendar_Calendar](image)

3) Type in or copy/paste the following text into the address bar of any internet browser:  
   webcals://calendars.office.microsoft.com/pubcalstorage/0yl0rq0z4727379/END_USER_Payroll_Calendar_Calendar.ics

Click “Allow” as shown below:

![Internet Explorer dialog box](image)
Click "Allow" as shown below:

Click "Yes" as shown below:
Once you are subscribed, updates to the calendar will be pushed to you automatically. You cannot make any edits to this calendar.

All calendar items that end with an asterisk (*) have more details, double click on them to view more.

HELPFUL TIPS:

+ You can view your calendars side-by-side or overlay. (See below.)

+ The Outlook default view is side-by-side, you can change this by clicking on the left arrow (↩) on your new subscribed calendar tab.

+ To switch back to side-by-side view, click the right arrow (➡) on your new subscribed calendar tab.

+ To change the color of the calendar, right click on the calendar tab (from the above instructions) and select the color option.