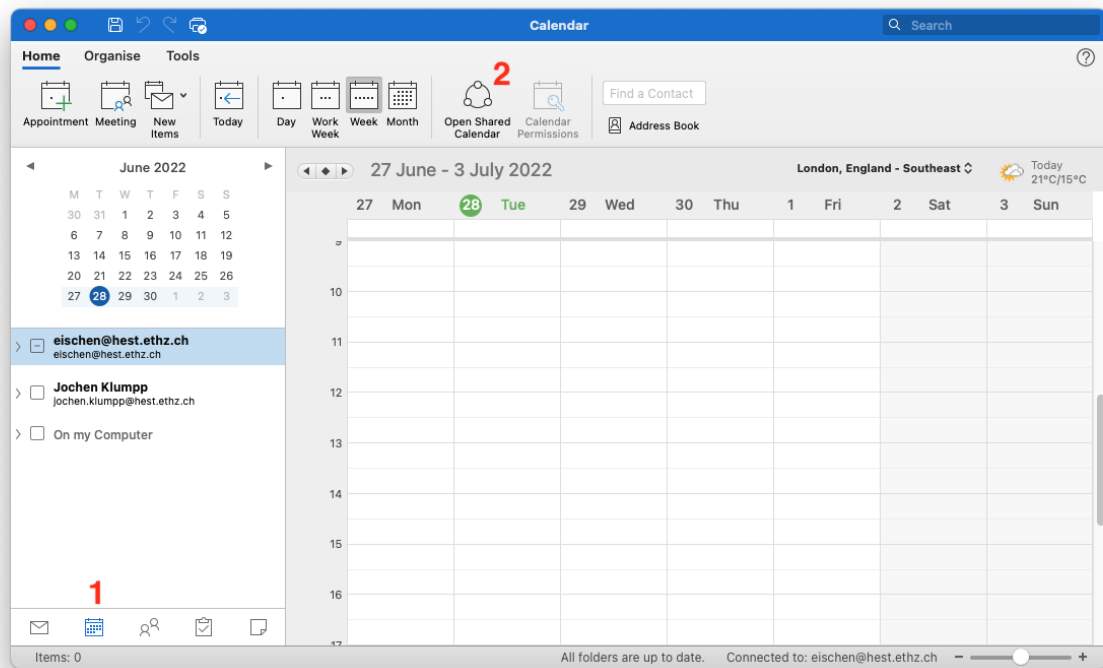
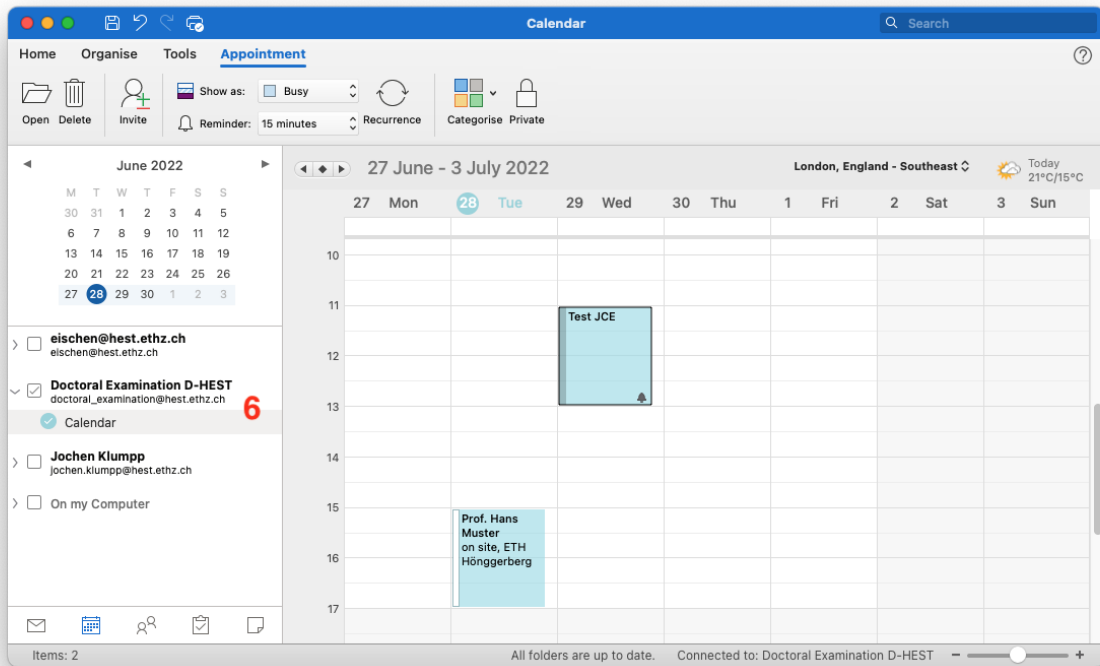
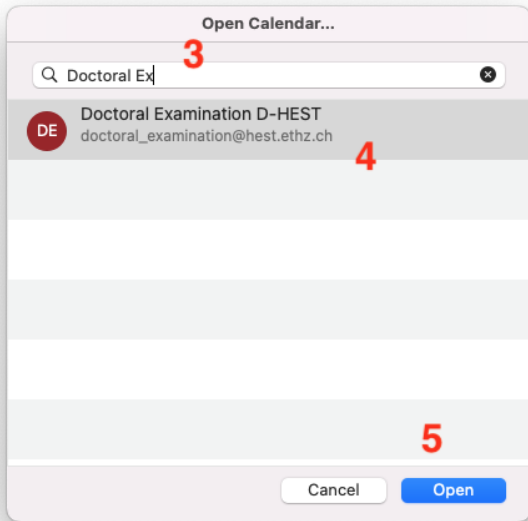


- 1) Switch to Calendar Tab
- 2) Select "Open Shared Calendar"
- 3) Search for "Doctoral Examination D-HEST"
- 4) Select the entry
- 5) Klick "Open"
- 6) You now should have the calendar available





Please indicate your availability in the calendar as follows:

The screenshot shows the 'Termin' (Appointment) form in Microsoft Outlook. The title is 'Prof. Hans Muster'. The 'Anzeigen als' (Show as) dropdown menu is set to 'Frei' (Free) and is circled in red. The 'Ort' (Location) field is also circled in red and contains the text 'on site or remote, ETH Zentrum/Hönggerberg/Irchel/Balgrist/Schwerzenbach/all sites'. The 'Beginn' (Start) is set to 'Di. 28.06.2022' at '15:00' and the 'Ende' (End) is set to 'Di. 28.06.2022' at '17:00'. There are checkboxes for 'Ganztägig' (All day) and 'Zeitzone' (Time zone), both of which are unchecked. A button 'In Serie umwandeln' (Convert to series) is visible. The bottom of the window shows the status bar with 'In freigegebenem Ordner' (In free folder), 'Doctoral Examination D-HEST', and 'Letzte Änderung von doctoral_examination@hest.ethz.ch um 11:09'.

Prof. Hans Muster - Termin

Titel: Prof. Hans Muster

Beginn: Di. 28.06.2022 15:00

Ende: Di. 28.06.2022 17:00

Ort: on site or remote, ETH Zentrum/Hönggerberg/Irchel/Balgrist/Schwerzenbach/all sites

In freigegebenem Ordner Doctoral Examination D-HEST Letzte Änderung von doctoral_examination@hest.ethz.ch um 11:09