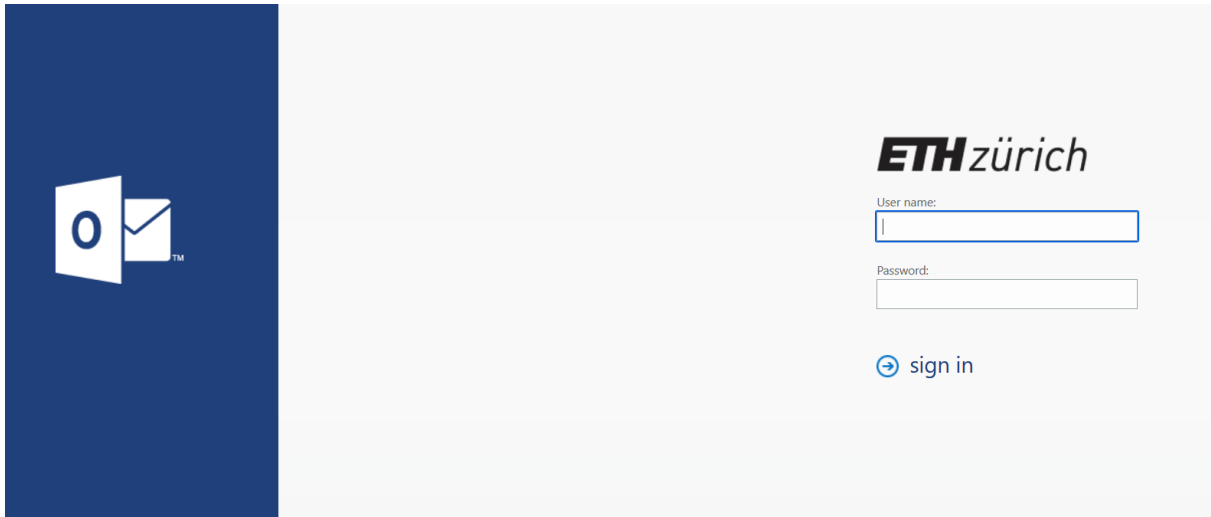


Doctoral Administration

How to link to the dedicated MS Outlook calendar, if you do not use MS Outlook.

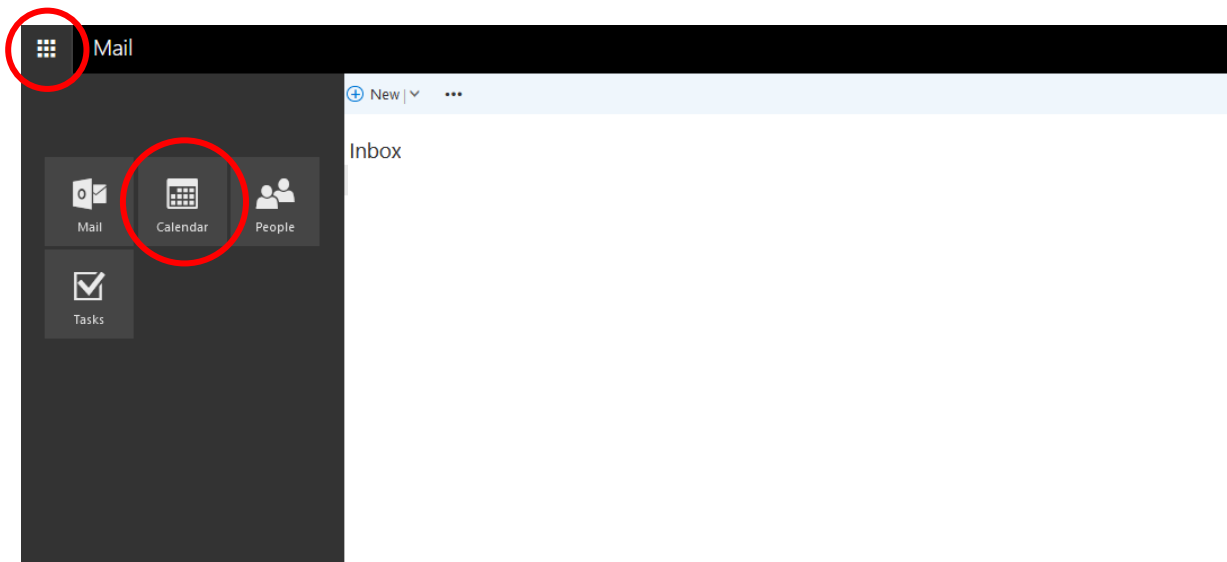
Step 1

Login with your ETH-credentials to <https://mail.ethz.ch/> (no VPN required)



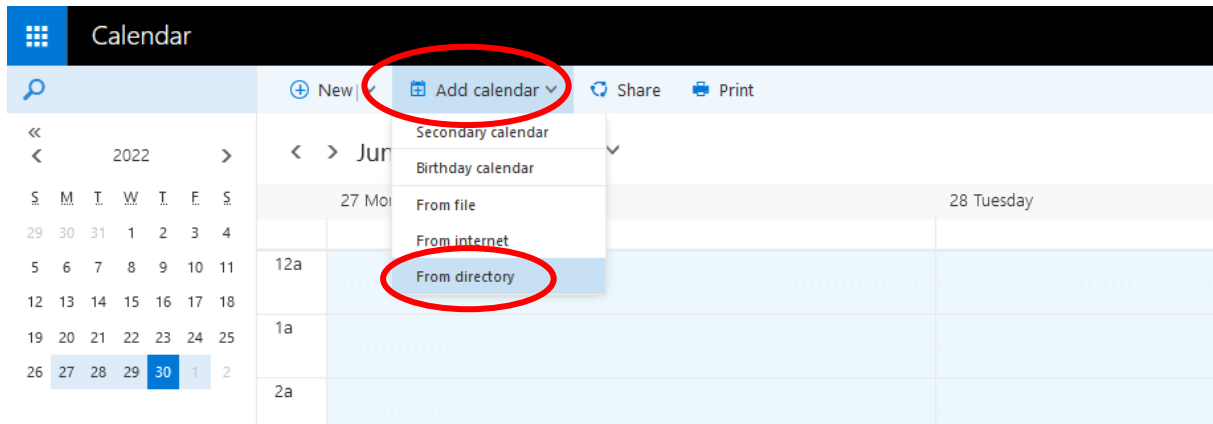
Step 2

Select the **calendar tab** in the top left corner.



Step 3

Click **"Add calendar"** and select **"From directory"**.



Type **Doctoral_Exam** like shown below and click open.

Open calendar

From directory:

Internet calendar:

Step 4

The calendar is named Doctoral Examinations D-HEST and allows you to enter your availabilities to chair doctoral examinations and aptitude colloquia.

This calendar is listed in the pane left, either in the section "Your calendars", "People's calendars" or "Other calendar" and named Doctoral Examinations D-HEST.

Thanks for using the dedicated calendar!

Giovanni Salemme