

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.

(Mail	
		⊕ New ✓ …
		Inbox
	Mail Calendar People	
	Tasks	





Step 3

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

		Ca	ler	nda	r								
P							()	New	🗄 Add calendar 🗸	🗘 Share	🖶 Print		
~~									Secondary calendar				
<		-	2022			>	<	> Jur	Birthday calendar	~			
<u>s</u>	М	T.	W	T.	E	<u>S</u>		27 Moi	From file			28 Tuesday	
29		31	1	2	3	4			From internet				
5	6	7	8	9	10	11	12a	(From directory				
12	13	14	15	16	17	18							
19	20	21	22	23	24	25	1a						
26	27	28	29	30		2							
							2a						

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

Open calen	dar					
From directory:	From directory:					
Doctoral_Exam						
Internet calendar:						
	Open	Cancel				

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!

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