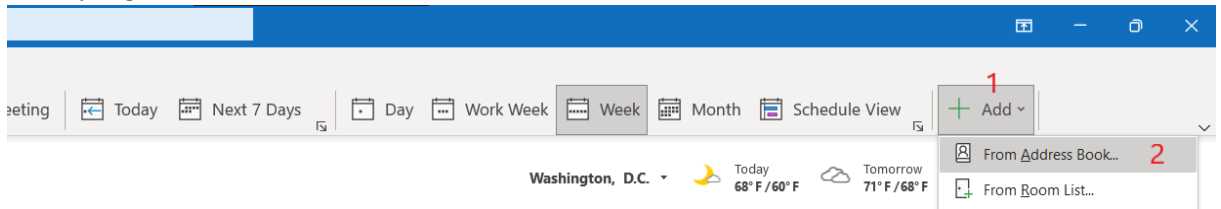
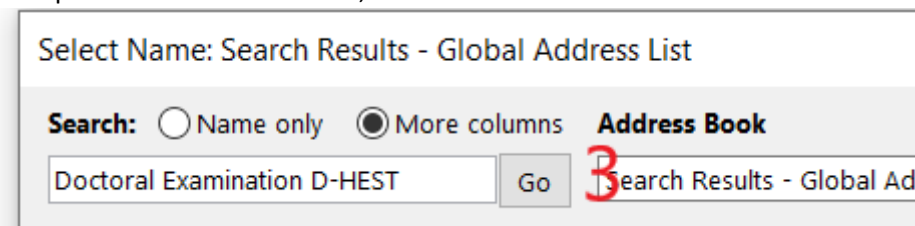


# Instructions to open the shared calendar

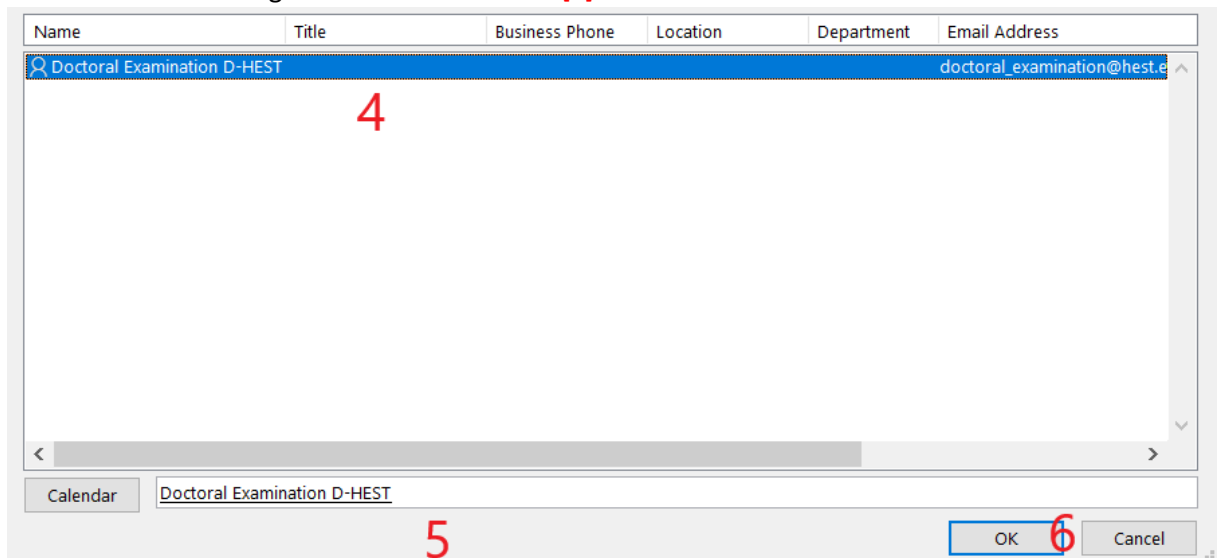
- Open Outlook
- Switch to Calendar Tab
- On Top Right, Select “Add” -> “From Address Book”



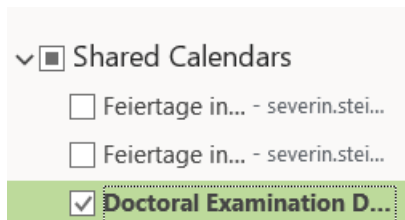
- In top left of the new Window, Search for “**Doctoral Examination D-HEST**”



- In the middle area of this window, double-click the listed entry [4]
- Make sure “Doctoral Examination D-HEST” has been added to text field in the bottom [5]
- Select OK in bottom right to add the calendar. [6]



- You now should have the calendar available in the Shared calendars



Please indicate your availability in the calendar as follows:

The screenshot shows the Outlook 'Termin' (Appointment) form for 'Prof. Hans Muster'. The ribbon at the top includes 'Datei', 'Termin', 'Terminplanungs-Assistent', 'Einfügen', 'Text formatieren', 'Überprüfen', and 'Hilfe'. The 'Termin' ribbon is active, showing options like 'Anzeigen als' (set to 'Frei'), 'Erinnerung', and 'Serientyp'. The appointment details are as follows:

- 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

Red circles highlight the 'Frei' option in the 'Anzeigen als' dropdown, the 'Titel' field, and the 'Ort' field. The 'Ganztägig' and 'Zeitzone' checkboxes are unchecked. A 'Speichern & schließen' button is visible on the left. The status bar at the bottom indicates the appointment is in a free folder and was last modified by doctoral\_examination@hest.ethz.ch at 11:09.