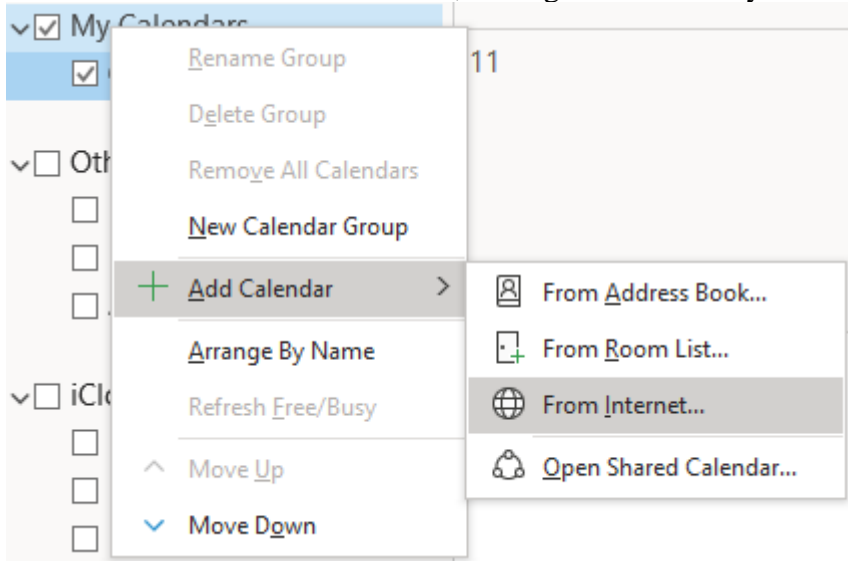


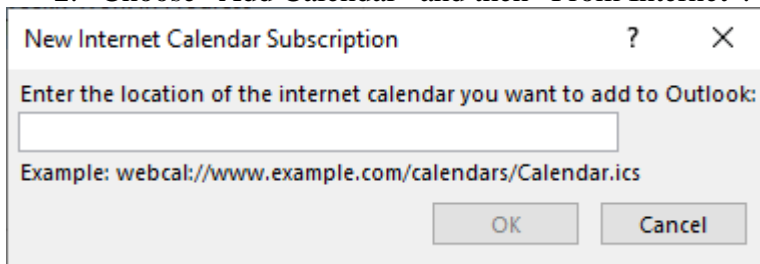
ASSA Calendar for Outlook

To subscribe to the ASSA Public Calendar using Microsoft Outlook, please follow these steps.

1. Go to the Outlook Calendar, and right click on “My Calendar”

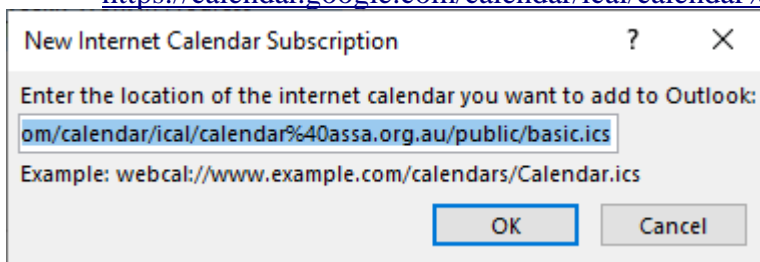


2. Choose “Add Calendar” and then “From Internet”. The following window should appear.

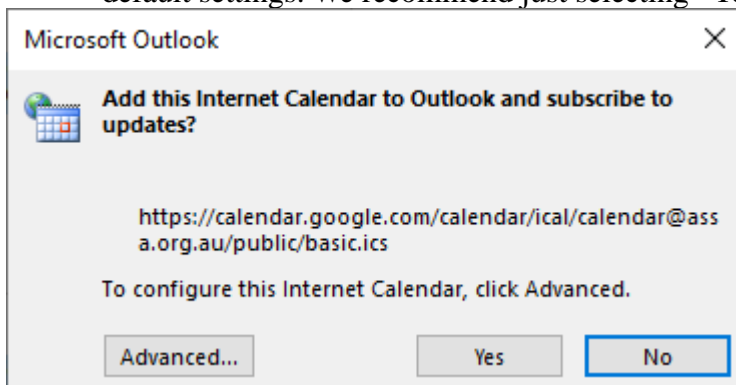


3. Paste this text into this field:-

<https://calendar.google.com/calendar/ical/calendar%40assa.org.au/public/basic.ics>



4. Then choose “Yes” on the following window, or choose Advanced if you want change the default settings. We recommend just selecting “Yes” here.




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5. If you choose to look at the “Advanced” settings, you will see a screen like this:-

Subscription Options ×

 Use the choices below to configure options for this Internet Calendar.

General

Folder Name:

Internet Calendar: ASSA Calendar

Location: <https://calendar.google.com/calendar/ical/calendar%40assa.org.au/public/basic.ics>

Description:

Display this calendar on other computers with the account: ██████████

Attachments

Download attachments for items in this Internet Calendar

Update Limit

Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.

Please ensure that you keep the last option ticked, otherwise you won't receive updates to the calendar when we make them.

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