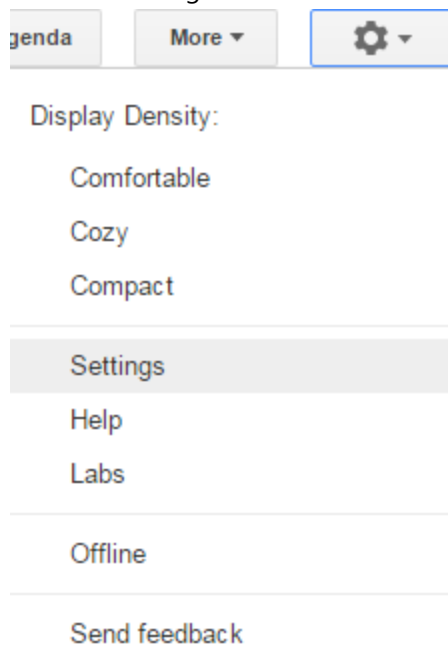


ADDING THE M-2 CALENDAR TO YOUR GMAIL ACCOUNT

***Note this method can only be done on a computer in the web browser. Once the calendar is imported it will sync to all devices attached to your Gmail account**

1. Click this link to download the .ics file. <https://outlook.office365.com/owa/calendar/f33eef557b84feb8b58ba8292216dbf@uic.edu/253b05463e5c41e4bd471f50e77cc9246812822661296023375/calendar.ics>
2. Save the Calendar.ics file
3. Go to your google calendar
4. Click the Settings icon then click Settings



5. Click the Calendars tab at the top
6. Click Import Calendar
7. Browse to the calendar.ics file
8. Click Import

You can now view the events from the M2 Calendar on your Google calendar.

Your account will sync to all attached devices within 5 minutes. After the synchronization is complete, you should be able to view the M2 events on the calendar on your Android device.