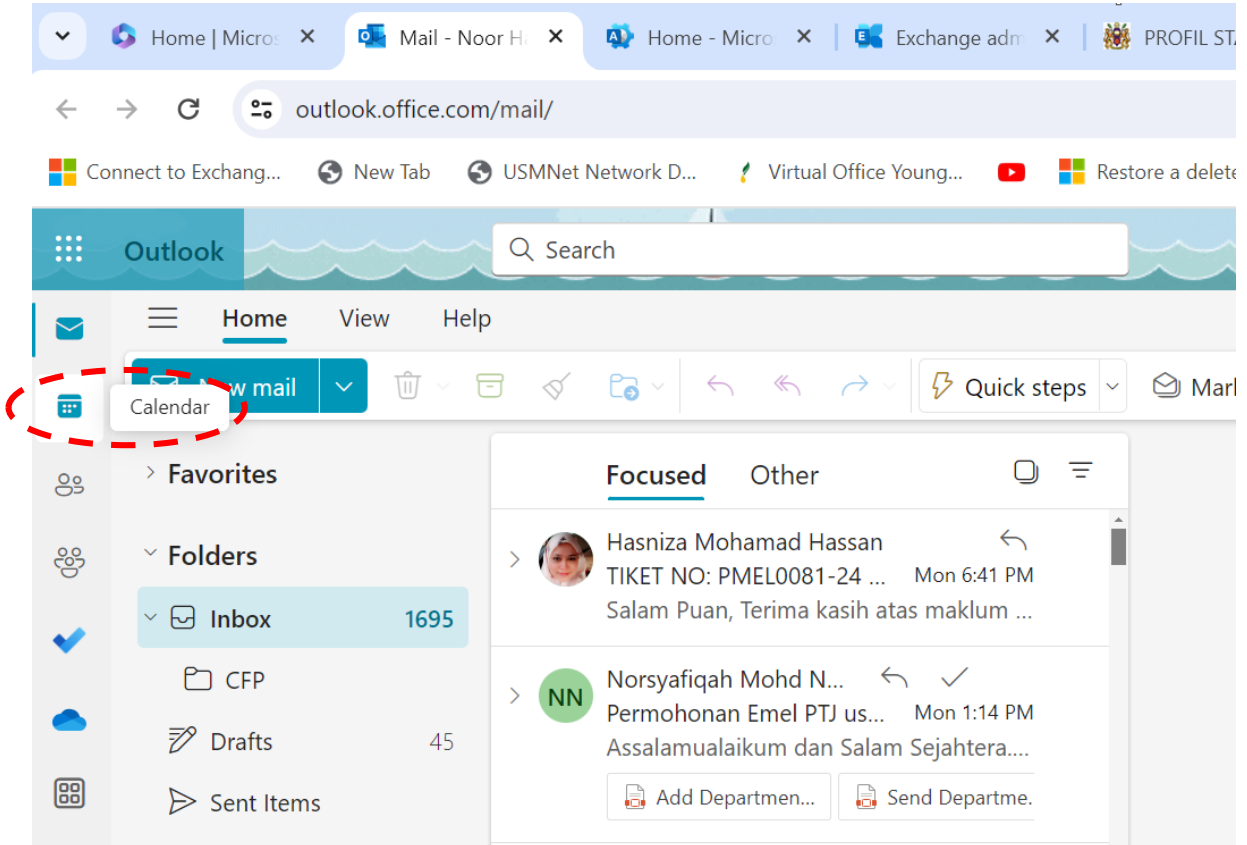
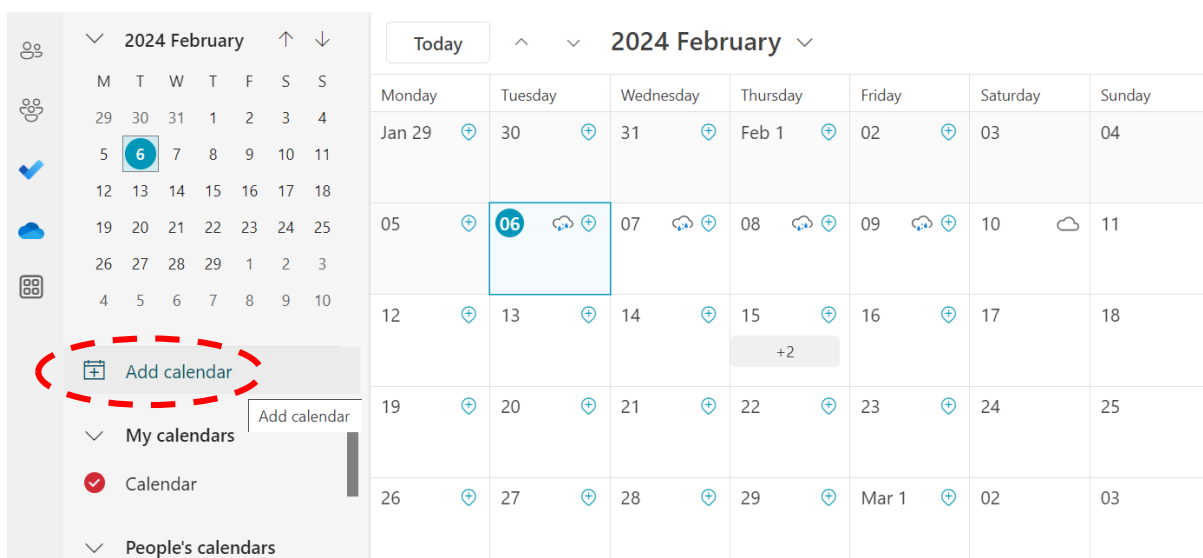


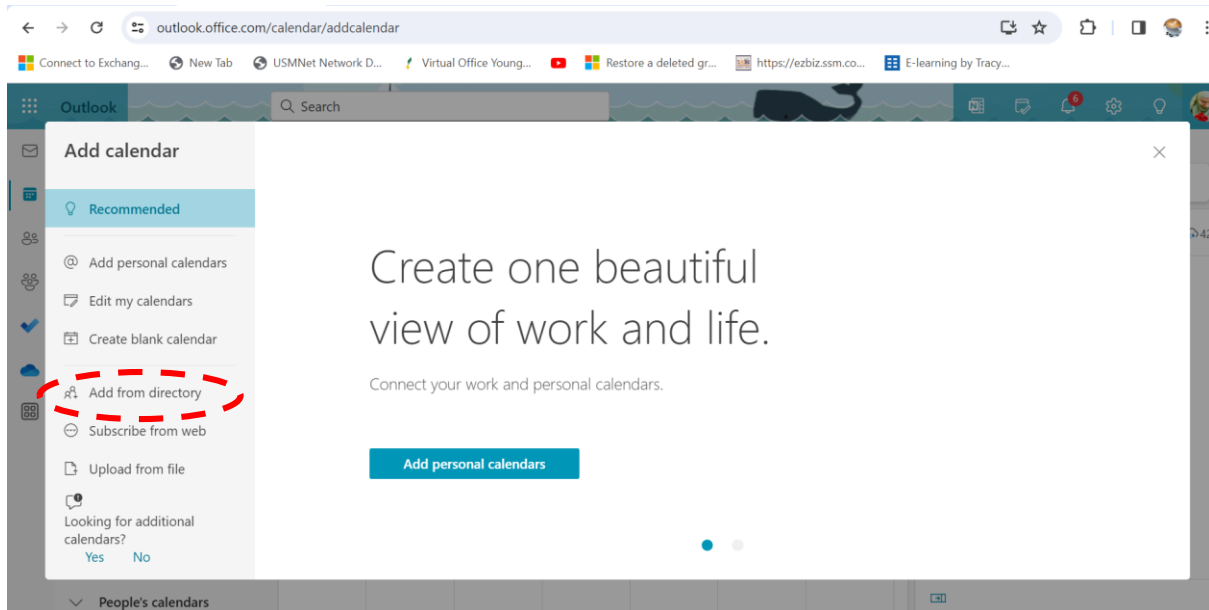
1. Go to <https://owa.usm.my>. Login into **Microsoft account**.
2. Go to **Calendar Settings** on your left side.



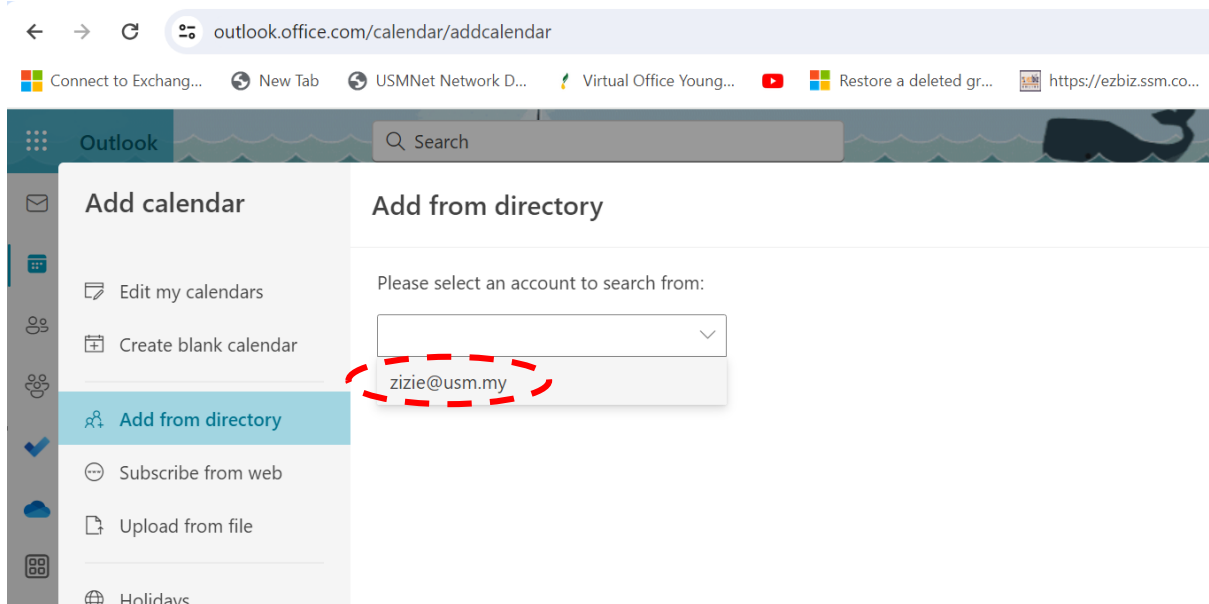
3. Click 'Add calendar'



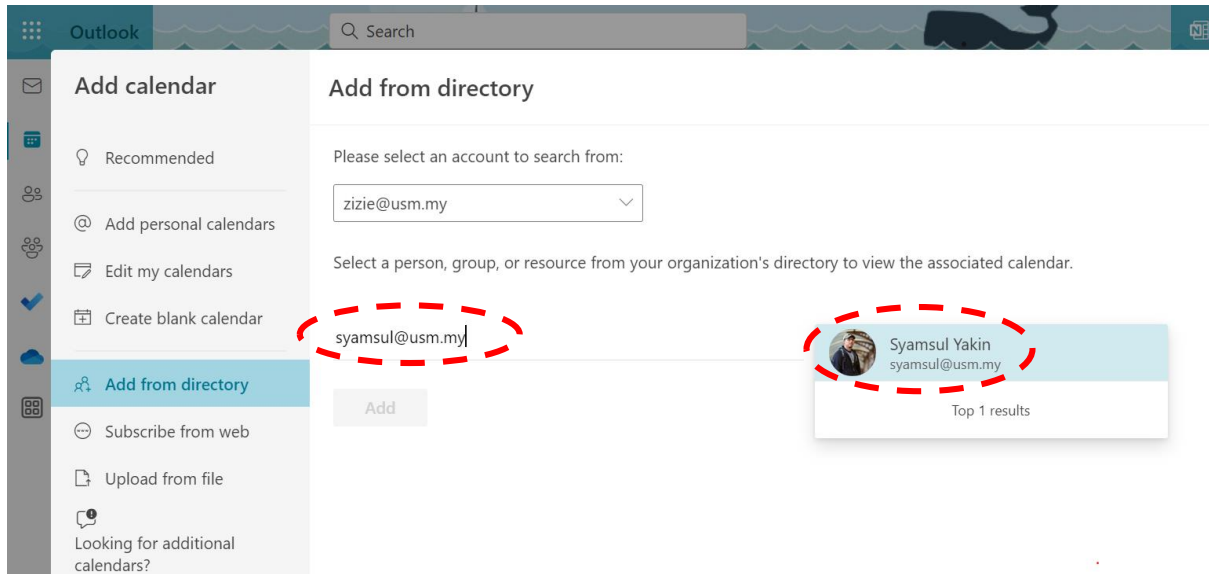
4. Click 'Add from directory.'



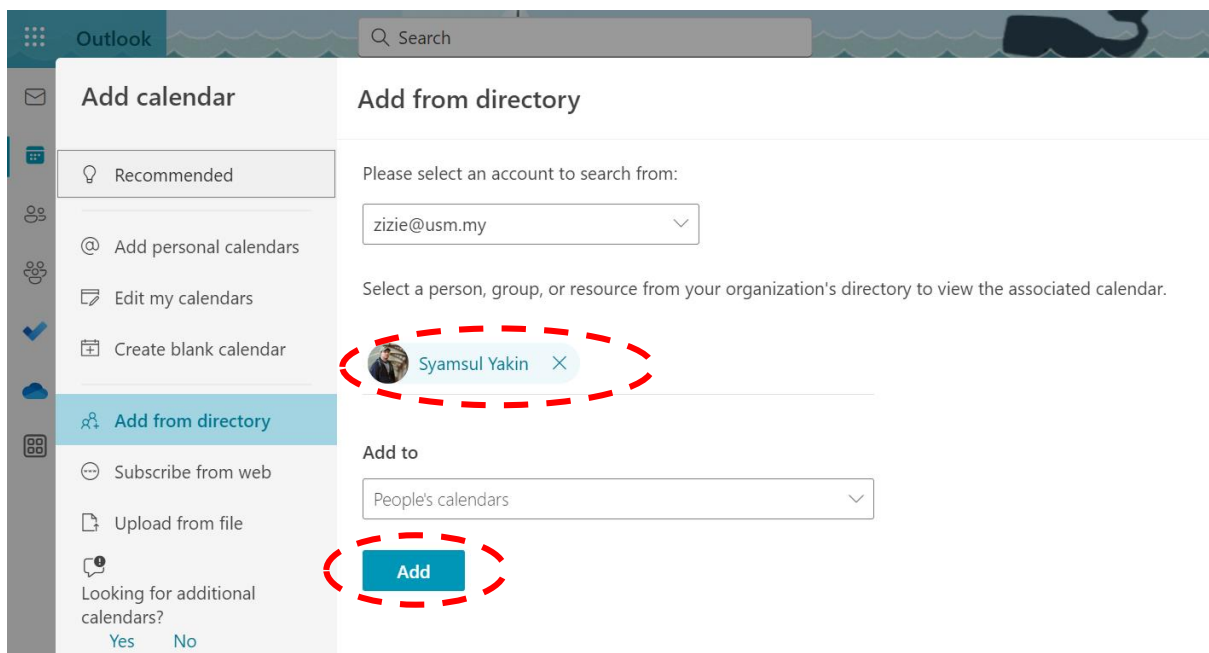
5. Select your account email.



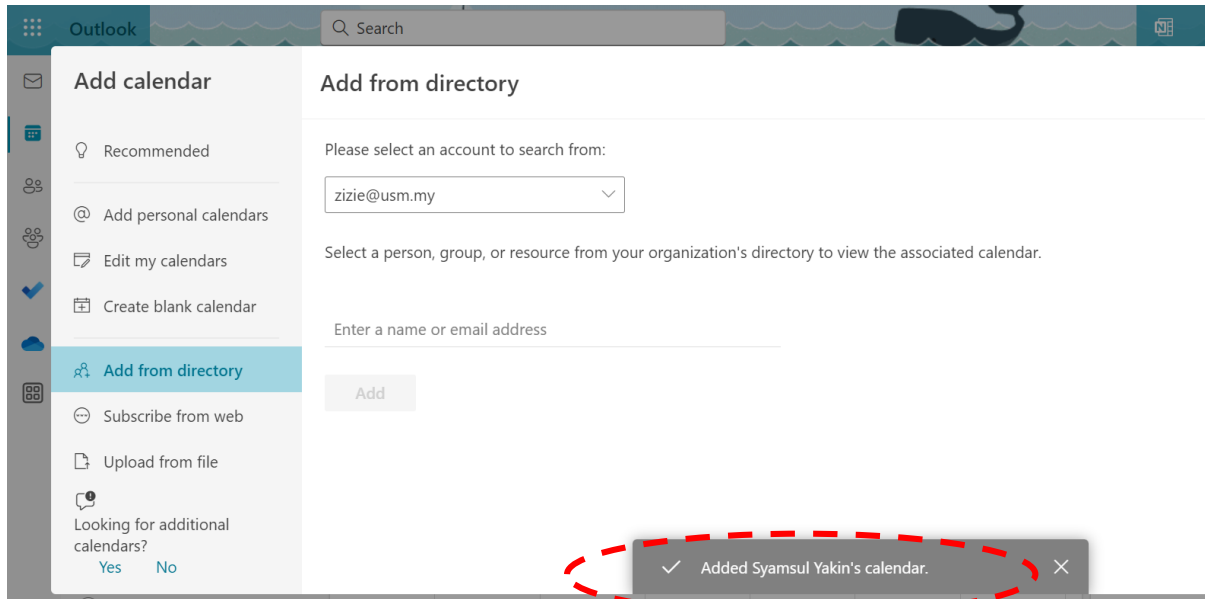
6. Type an 'email address' you want to add from directory.



7. Choose the email and click 'Add'.



8. The email account has been added to your calendar



9. Kindly check the email on your left pane to confirm, and you're done.

