Outlook on the Web
Adding Religious Holiday Calendar(s)

Introduction
Outlook provides a variety of holiday calendars that may be added for one or more religions. This self-help document will show you how to add these calendars through Outlook for Office 365 (Outlook on the Web). Once added, you will automatically see the calendar(s) in the desktop version of Outlook.

Adding Holiday Calendar(s)

1. Sign into outlook.towson.edu through your favorite web browser.
2. Click on the Calendar icon at the bottom of the screen.

Figure 1

3. Click on Add calendar in the top left navigation.

Figure 2

4. From the Add calendar dialog box, click Holidays in the left navigation.
5. Click in the Search box and type Religious and then select which religious holiday calendar(s) to add.

Figure 3

6. Click on the X in the upper right corner of the dialog box to exit.
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7. The Calendar(s) will appear on the left navigation and you can turn them on and off.

![Islamic (Sunni) Religious Holidays](image1)

![Jewish Religious Holidays](image2)

![Islamic (Shia) Religious Holidays](image3)

![Christian Religious Holidays](image4)

Figure 4

8. Religious holidays appear on the calendar in the header area under the date.

![Christian Religious Holidays](image5)

Figure 5