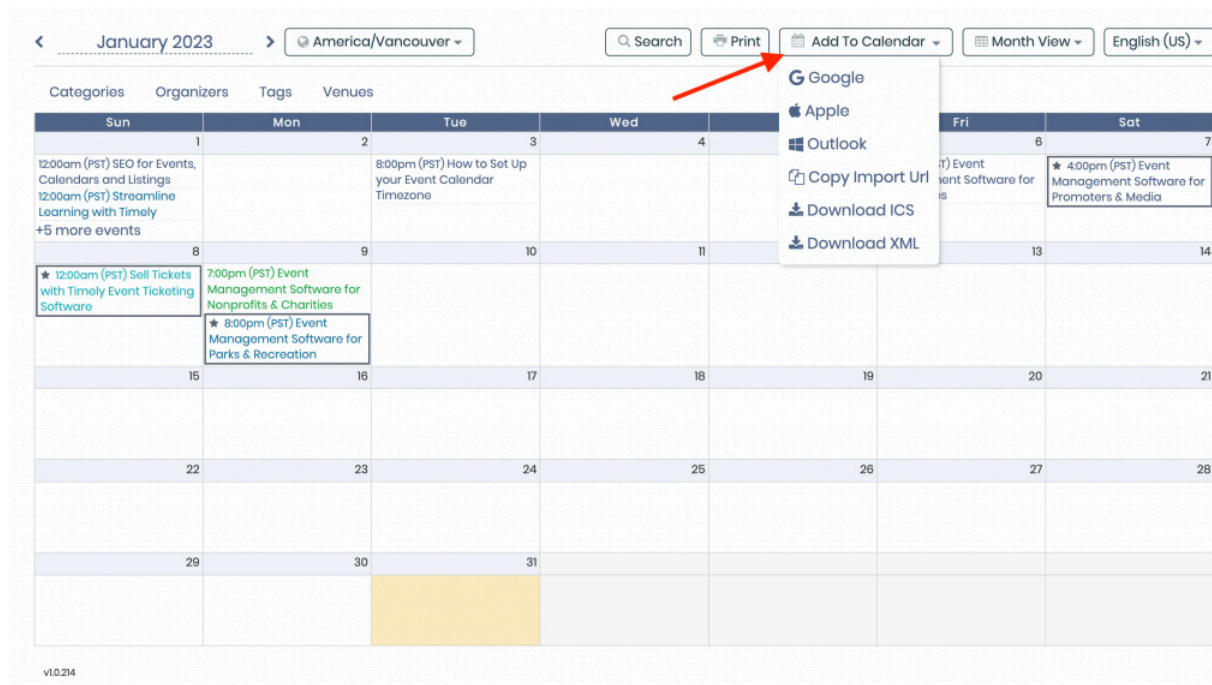




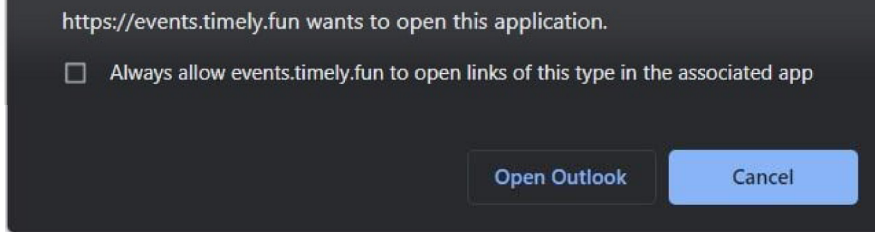
- If you have enabled the *Show add to calendar button* feature on your toolbar settings, you will see the *Add to Calendar* button in the top right corner of your online calendar.
- When you click on that button, you will see all the options available to your audience to subscribe to your calendar of events and export them to other calendars. Click on either the Google, Apple or Outlook options.



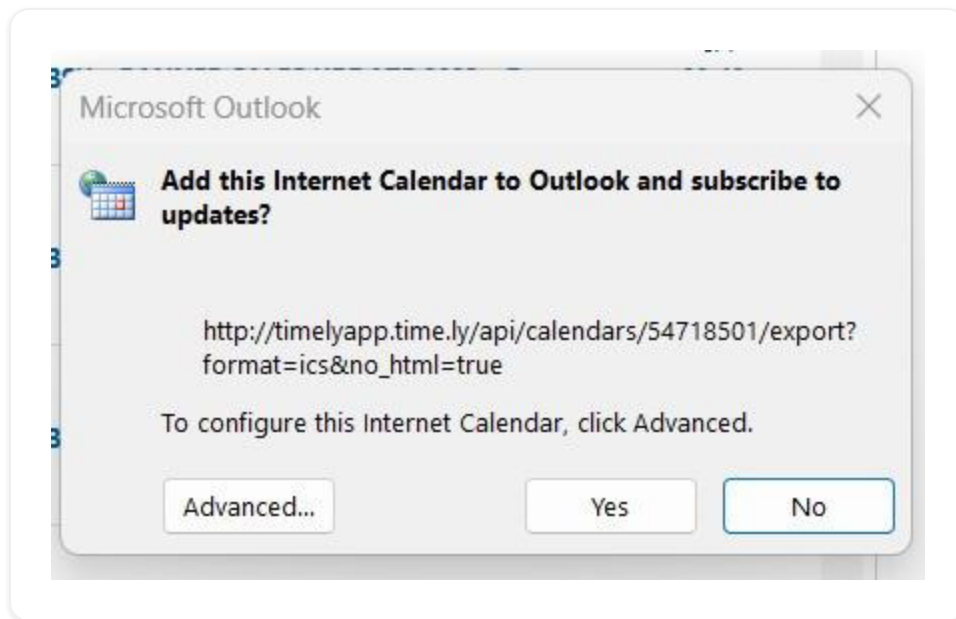
3. Exporting Events to Outlook Calendar

Outlook is one of the most used corporate email platforms. Therefore, it also has its own calendar applications to help you keep track of your appointments and events. You and your audience can export events from your Timely Calendar to an Outlook Calendar by following these steps:

- Once you have clicked on the Outlook icon on your public calendar, your Outlook Calendar will open on your device. A pop-up window will appear on the screen for you to confirm that you want to subscribe to the Timely calendar.



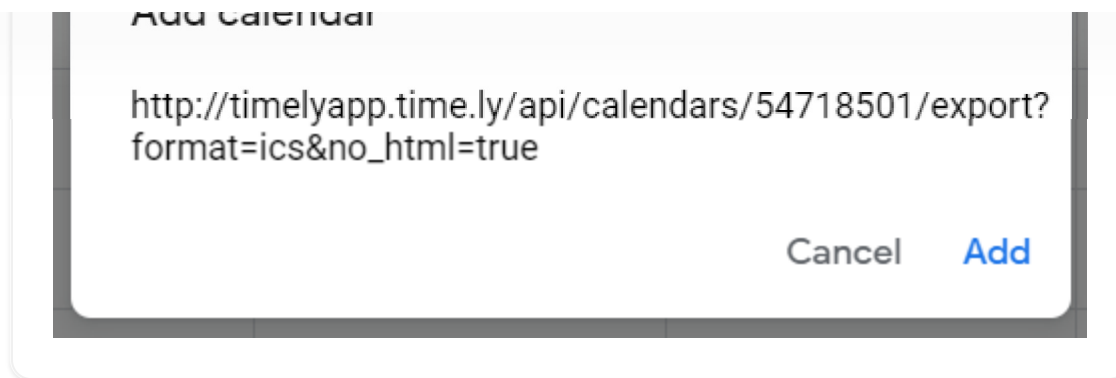
2. Click on the *Subscribe* button. Your Outlook Calendar will start importing all the events from your Timely Calendar. Also, all changes to events published to the Timely calendar will be reflected on the Outlook calendar.



4. Adding Events to Google Calendar

Google applications users may prefer to add events to their Google Calendar. Here's how you can do this:

1. Once you have clicked on the Google icon on your public calendar, your Google Calendar will open on the screen. If you are not logged in into your Google account, a new login page will open on the screen. Just add your Google account credentials to proceed.

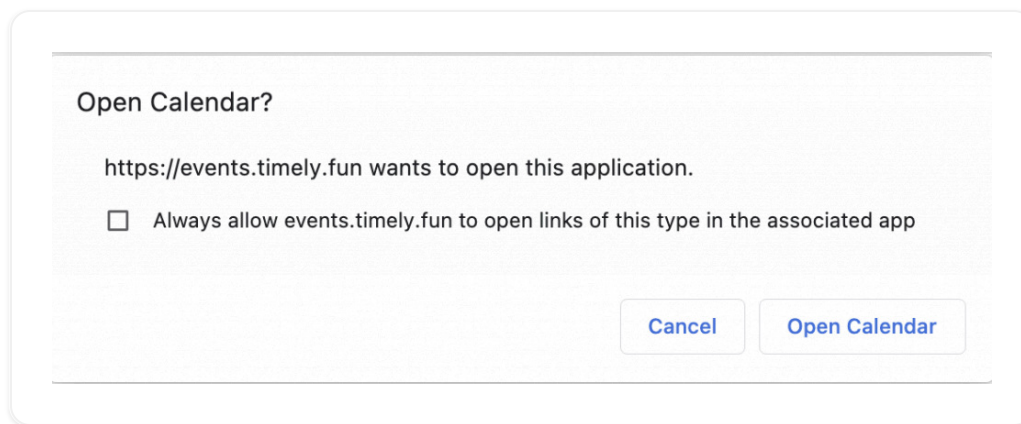


2. Then, a pop-up box will appear on the screen. Just confirm that you want to subscribe to the Timely calendar by clicking on the *Add* button.
3. Once you click on the *Add* button, all Timely calendar events will be added to your Google Calendar, and refreshed as new events are added, updated or deleted.

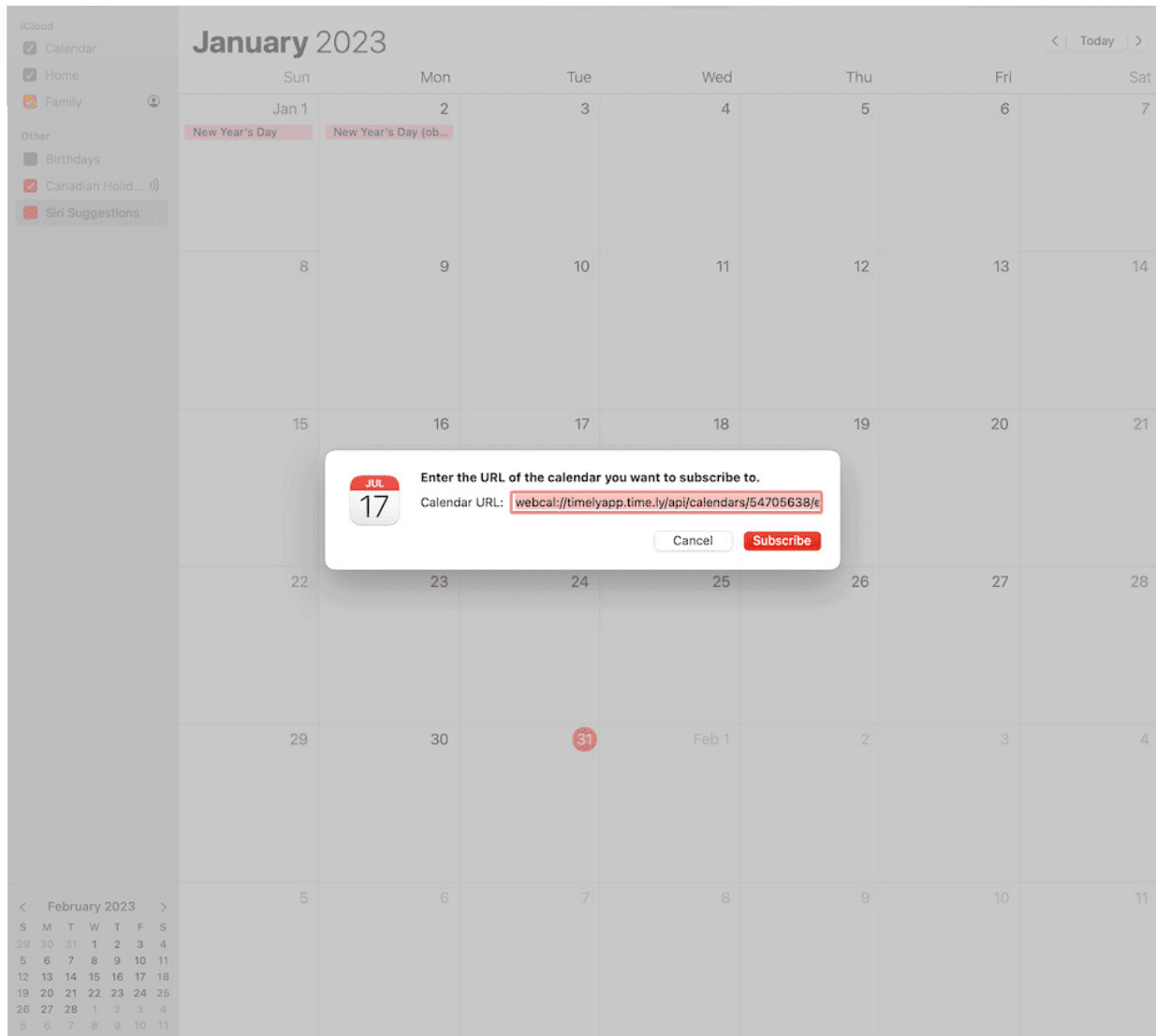
5. Exporting Events to Apple Calendar

If you use an iPhone or any Mac device, exporting events into Apple Calendar is straightforward:

1. After clicking on the Apple icon on your public calendar, a new tab will open on your device. A pop-up window will appear on the screen asking you to open your Apple Calendar. Click on *Open Calendar* button. Follow the instructions below according to the external calendar chosen.



2. Once you have clicked on *Open Calendar*, your Apple Calendar will open on your device. A pop-up will appear on the screen asking you to confirm that you want to



3. Click on the *Subscribe* button.
4. A new window will pop-up on the screen for you to setup the calendar subscription, including calendar feed name, location, alerts and auto-refresh frequency.