

# Campus Calendar and Lecture Calendar

The Campus Calendar was created to provide a broad overview of all academic and non-academic dates to the whole KLU community. You will be able to check for:

General semester dates (lecture periods, exam weeks, semester break, etc.)

Academic deadlines (registration deadline for your semester abroad, submission deadline for your thesis, etc.)

Campus events (lecture series, events organized by the student clubs, yearly events such as the Graduation Ceremony, Start-Up Day, Open Days, etc.)

Please note that you will **NOT** be able to see your schedule in the **Campus Calendar**. Kindly continue using your calendar „**Lectures**“ for this purpose.

Your calendars are automatically integrated in your Office365. You can add them like shown in the screenshot. (Example shows the “Lectures“ Calendar – For the Campus Calendar, you will have to tick the checkbox accordingly)

The screenshot shows the Microsoft Outlook interface. On the left, the 'Meine Kalender' (My Calendars) list includes 'Calendar', 'Birthdays', 'Campus Calendar', and 'Lectures'. The 'Lectures' calendar is checked and highlighted in green, with a red circle and the number '2' next to it. In the main calendar view, the date is set to '26. August - 1. September 2024'. A red circle and the number '3' highlight the 'Lectures' tab in the top right corner. A red box with the text 'WILL SHOW UP HERE' points to the 'Lectures' tab. Another red box with the text 'MUST BE TICKED' points to the 'Lectures' checkbox in the 'Meine Kalender' list. The calendar grid shows a meeting point on Friday, August 30th, at 10:00.