

How to Add the Law Society of Alberta and Alberta Lawyers Insurance Association Calendar to Outlook 365

Frequently Asked Questions

1. What's the purpose of this calendar?

We have created a calendar that lists the Law Society and ALIA's major filing and billing deadlines. This free Google calendar can be added to most other calendars, such as Outlook, Google and iCal, making it easy to view and plan for upcoming deadlines.

2. How do I access the calendar?

Please refer to the User Guides for mobile and desktop.

3. What kind of information is included in the calendar?

The calendar includes dates for annual membership fees, insurance, Trust Safety filings, Continuing Professional Development, Professional Corporations, Limited Liability Partnerships and more.

4. Is the calendar updated throughout the year?

Yes, the calendar will be updated throughout the year. The calendar will automatically reflect changes.

5. Will I still receive email reminders about upcoming deadlines?

Yes, the Law Society and ALIA will continue to send email reminders. We encourage you to read all Law Society and ALIA communications as they contain important information, such as invoicing, Rule and Code of Conduct amendments, upcoming initiatives and learning opportunities, notices from the courts, etc.

6. Can anyone, such as my assistant, view this calendar?

This is a free calendar that is available to the public.