Adding Calendar to Outlook

1. Log in to OASIS and go to the calendar page. Click “Export” along the right-hand side.

2. Scroll to the bottom section and check off the calendars you are interested in exporting. Then select the type of calendar you are exporting to (likely Outlook 2007 Internet Calendar if you use Office 365), the number of weeks you’d like to export (26 weeks, or one semester, is the maximum amount of time you can export, so you will want to do this at the start of each semester). Then, copy the URL.
3. Open Outlook on your Desktop, and go to the calendar tab. Click “Open Calendar” and select “From Internet.”
4. Paste the URL from OASIS

![New Internet Calendar Subscription](image)

5. Choose “Yes” and the calendar will load!

![Microsoft Outlook](image)