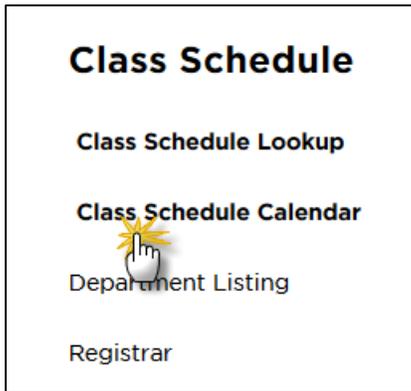## Class Schedule Calendar

Loading your class schedule into your Outlook calendar

Downloading your schedule

The class schedule calendar search is used to create a file from the results of the search that may be imported into calendar applications such as Microsoft Outlook.

Note: Outlook.com and the OWA web tool do **not** import calendars.

From https://www.uwrf.edu/ClassSchedule/ , select 'Class Schedule Calendar' from the left hand menu.

Enter criteria that best describe the classes for which you are searching such as the term and your name in the **Instructor** field.

Hint: select your department and use **FirstName LastName** if multiple instructors share the last name. Be sure to the use the same first name or first initial as is listed in the schedule.

Click   Search

Once the results are displayed and verified, click the link Download CourseCalendar.ics which is found just above the results.

Select "Save File" to download the file. Make note of the location to which it was saved. (Recommend saving it to your desktop for ease of importing.)

Importing your schedule

Open Microsoft Outlook Calendar and click on the **File** tab. Select **Open &Export** from the left side menu. Click on **Import/Export.**
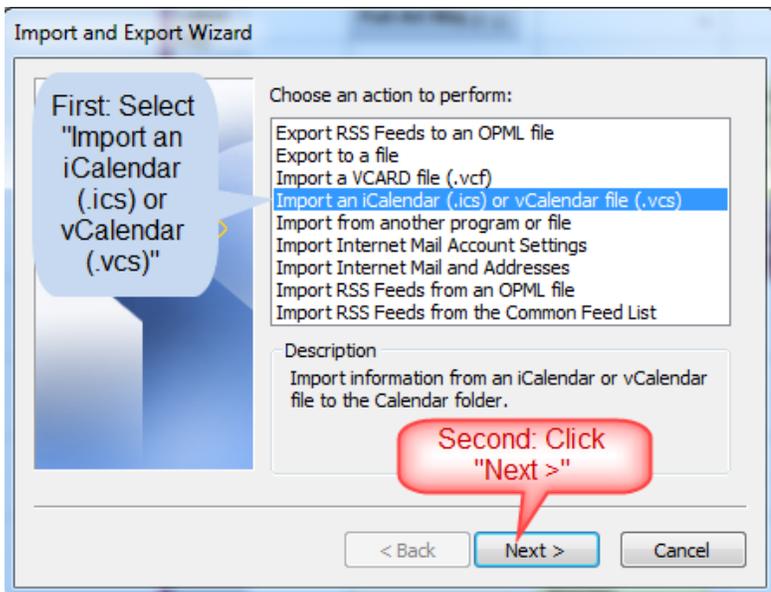
This opens a 'Browse' window. Locate and select the file you just downloaded. Click OK.

That's it!

Your class schedule is loaded onto your Outlook Calendar. Each class 'meeting' is fully editable by you!