# WISCONSIN River Falls

# **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.

Class Schedule	From <u>https://www.uwrf.edu/ClassSchedule/</u> , select 'Class Schedule Calendar' from the left hand menu.
Class Schedule Lookup	Enter criteria that best describe the classes for which you are searching such as the term and your name in the <b>Instructor</b> field.
Class Schedule Calendar	
Department Listing	Hint: select your department and use <b>FirstName LastName</b> if multiple
Registrar	instructors share the last name. Be sure to the use the same first name or first initial as is listed in the schedule.
Term Fall 2013-14	•
Subject Biology	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

M Bergland

Catalog Number

Instructor

Open Microsoft Outlook Calendar and click on the **File** tab. Select **Open &Export** from the left side menu. Click on **Import/Export**.

Import and Export Wizard		
Import and Export Wizard First: Select "Import an iCalendar (.ics) or vCalendar (.vcs)"	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an ICalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import information from an iCalendar or vCalendar file to the Calendar folder. Second: Click "Next >"	
< Back Next > Cancel		

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!