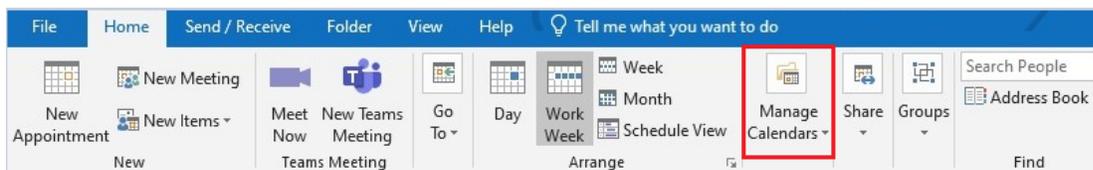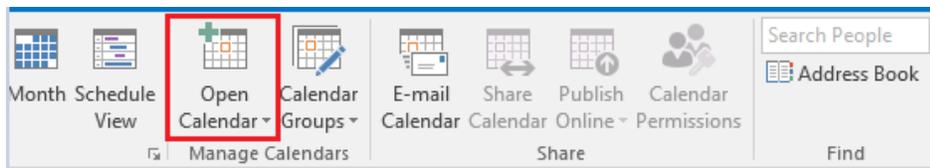# SUBSCRIBE TO THE ACADEMIC CALENDAR

CONTENTS

OUTLOOK DESKTOP VERSION INSTRUCTIONS

1. Go to Outlook on your desktop and open the calendar

2. Copy the following URL

    a. https://outlook.office365.com/owa/calendar/cb0b760ac61b4a67abebb6c28866f4f5@oregonstate.edu/8e4c345bedd04d139b90f4c8369a77902718784767913099059/calendar.ics

3. Depending on the version of your Outlook, you will select **Add Calendar** or **Open Calendar** on the top navigation bar, in the **Manage Calendars** section
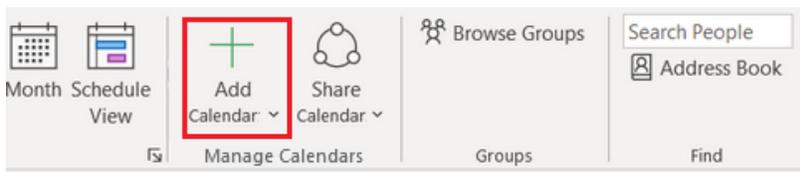
4. Select **From Internet**

5. Paste the URL into the subscription field

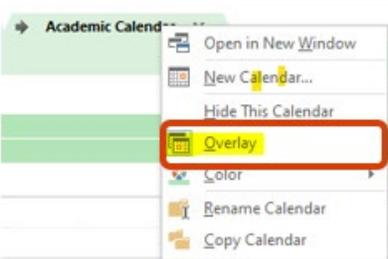6. After adding the link, confirm by clicking **Yes/OK**
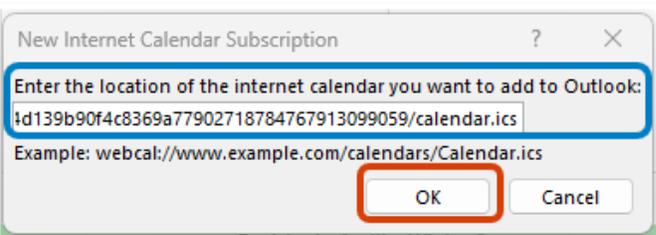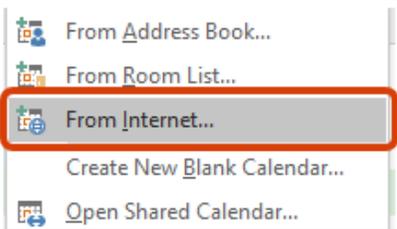
7. Make sure the calendar you imported is selected to be visible on the left-hand side
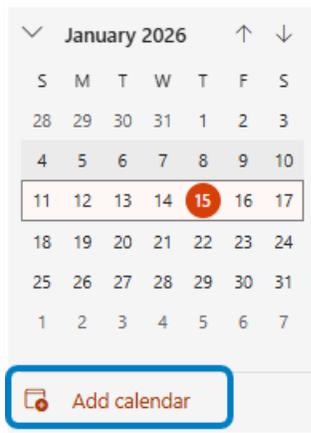

8. The dates should appear at the top of the calendar view

9. If you want to see the Academic Calendar in the same tab as your regular calendar, right-click on **Academic Calendar** and select **Overlay**
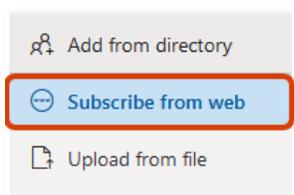
OUTLOOK WEB VERSION INSTRUCTIONS

1. Go to the Outlook calendar (outlook.office.com)
2. Select **Add calendar** (located after the month view on the left-hand side panel)

3. Select **Subscribe from web**

4. Copy and paste the following URL into the field, then select **Import**
   a. https://outlook.office365.com/owa/calendar/cb0b760ac61b4a67abebb6c28866f4f5@oregonstate.edu/8e4c345bedd04d139b90f4c8369a77902718784767913099059/calendar.ics
5. In the **Calendar Name** field, type "**Academic Calendar**"
6. Choose where you want the Academic Calendar to appear (or select the default **Other Calendars**)

7. Select **Import**

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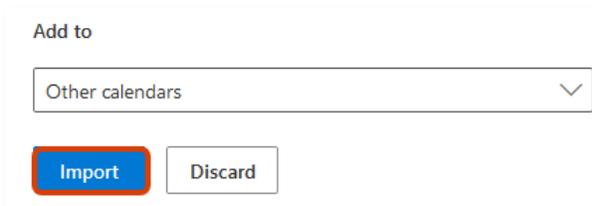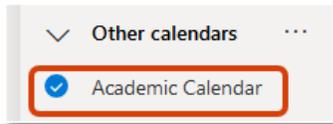
8. Make sure the calendar you imported is selected to be visible on the left-hand side

9. The dates should appear at the top of the calendar view

GMAIL INSTRUCTIONS

1. Go to your Gmail calendar

2. Select the gear icon in the right-hand corner, then **Settings** and **Add Calendar**
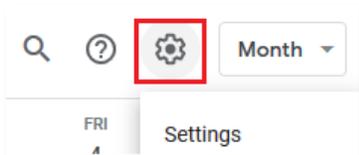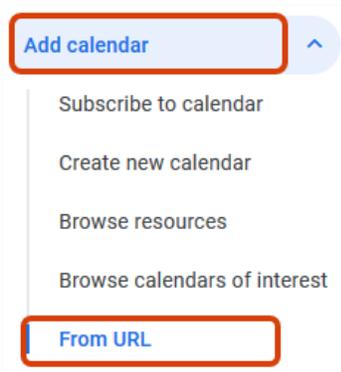

3. Select **From URL** under **Add Calendar**

4. Copy and paste the following URL into the field, then select **Add calendar**

   a. https://outlook.office365.com/owa/calendar/cb0b760ac61b4a67abebb6c28866f4f5@oregonstate.edu/8e4c345bedd04d139b90f4c8369a77902718784767913099059/calendar.ics

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5. If you see the Academic Calendar on the left-hand side panel, you have successfully subscribed, and the deadlines should show in your calendar
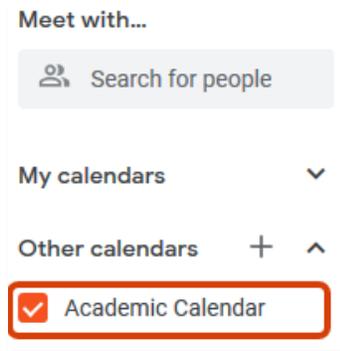
TROUBLESHOOTING

Email services, interfaces, and even browsers can behave inconsistently. Below are some actions that have solved users' issues with the subscription process.

- Wait a few minutes—some email services are slower to update
- Refreshing or restarting the email application
- Changing from the **Outlook Classic View**
- Changing from **work week** to **week**
- Review the instructions to ensure each step was completed successfully
- Change browsers
- If none of the above actions help, restart your computer