**Instructions for Outlook (desktop version)**

1. Go to Outlook on your desktop and open the calendar
2. Copy the following .ics link

[https://outlook.office365.com/owa/calendar/dbd6d704d32c40c29b6ca42cbb5d94ba@oregonstate.edu/cef900a3a41642cbbe02b0ca25b157a99720556416781562630/calendar.ics](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2Fdbd6d704d32c40c29b6ca42cbb5d94ba%40oregonstate.edu%2Fcef900a3a41642cbbe02b0ca25b157a99720556416781562630%2Fcalendar.ics&data=05%7C02%7Cbelinda.sykes%40oregonstate.edu%7C218c66d504684465128c08dbfc3fb32e%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C638381122737458980%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m4xq0Govci9050aOOLdtZQEivpykbJDQ%2FKcNQ3aQiFo%3D&reserved=0)

1. Click “Add Calendar” on your navigation bar. In other versions of Outlook, this will be “Open Calendar” (or “Manage Calendar” on your navigation bar then “Open Calendar)







1. Click “From Internet”



1. Paste the .ics link into the subscription field
2. After adding the link, confirm by clicking ‘Yes’



1. If you see the Academic Calendar on the left-hand side panel and deadlines for the week of Oct 3, 2021, you have successfully subscribed





1. If you want to see the Academic Calendar in the same tab as your regular calendar, right click on Academic Calendar and select “Overlay”



**Instructions for Outlook (web version)**

1. Go to your Outlook calendar (outlook.office.com)
2. Click “Add Calendar” (located after the month view on the left-hand side panel)



1. Click “Subscribe from web”



1. Copy and paste the following URL into the field then click “Import”

[https://outlook.office365.com/owa/calendar/dbd6d704d32c40c29b6ca42cbb5d94ba@oregonstate.edu/cef900a3a41642cbbe02b0ca25b157a99720556416781562630/calendar.ics](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2Fdbd6d704d32c40c29b6ca42cbb5d94ba%40oregonstate.edu%2Fcef900a3a41642cbbe02b0ca25b157a99720556416781562630%2Fcalendar.ics&data=05%7C02%7Cbelinda.sykes%40oregonstate.edu%7C218c66d504684465128c08dbfc3fb32e%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C638381122737458980%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m4xq0Govci9050aOOLdtZQEivpykbJDQ%2FKcNQ3aQiFo%3D&reserved=0)

1. Type Academic Calendar into the “Calendar Name” field
2. Choose where you want the Academic Calendar to appear (or select the default Other Calendars)
3. Click “Import”



1. If you see the Academic Calendar on the left-hand side panel and deadlines for the week of Oct 3, 2021, you have successfully subscribed





**Instructions for Gmail**

1. Go to your Gmail calendar
2. Click the gear icon in the right-hand corner then “Settings” and “Add Calendar”



1. Click “From URL” under Add Calendar



1. Copy and paste the following URL into the field then click “Add calendar”

[https://outlook.office365.com/owa/calendar/dbd6d704d32c40c29b6ca42cbb5d94ba@oregonstate.edu/cef900a3a41642cbbe02b0ca25b157a99720556416781562630/calendar.ics](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2Fdbd6d704d32c40c29b6ca42cbb5d94ba%40oregonstate.edu%2Fcef900a3a41642cbbe02b0ca25b157a99720556416781562630%2Fcalendar.ics&data=05%7C02%7Cbelinda.sykes%40oregonstate.edu%7C218c66d504684465128c08dbfc3fb32e%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C638381122737458980%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m4xq0Govci9050aOOLdtZQEivpykbJDQ%2FKcNQ3aQiFo%3D&reserved=0)

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

