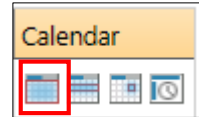
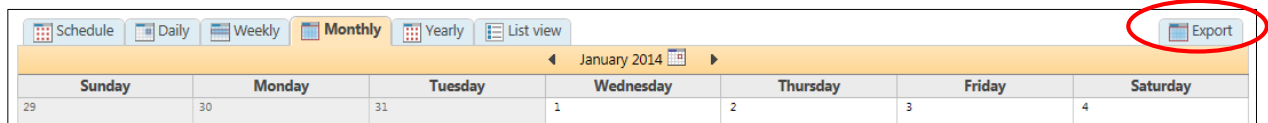


How to export a calendar from InfoSilem Portal to your Outlook calendar

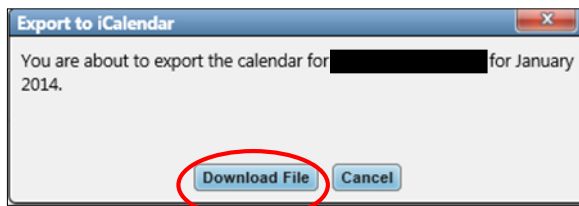
1. Under Calendar Search, Click on People
 - a. Enter your first name in the Contact Name
 - b. Select Search
 - c. Find your name and under the Calendar column on the right, click on the first icon.



2. Under the Monthly Tab, Click on Export



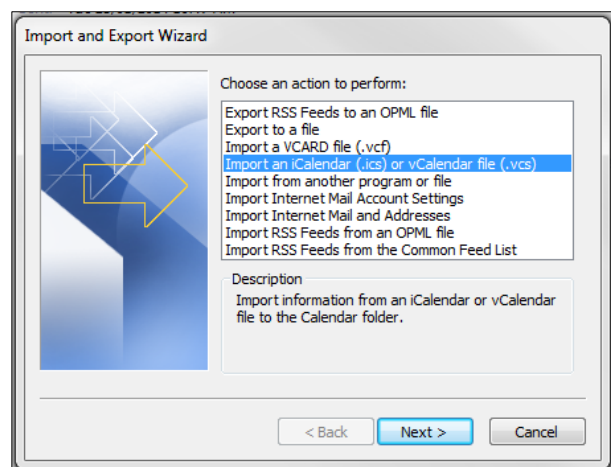
3. Download File



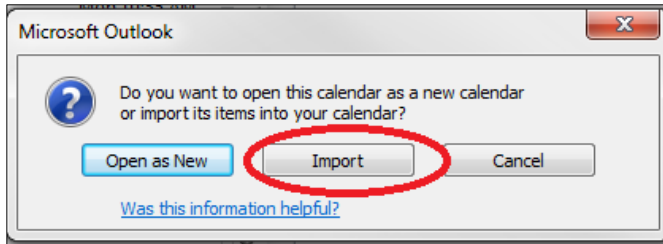
4. Click on the arrow next to Save
 - a. Click on Save As
 - b. Save the file on your desktop



5. Go to Outlook and then
 - a. File > Open & Export > Import/Export
 - b. Select "Import an iCalendar (.ics) or vCalendar file (.vcs)" and click on Next



- c. Browse and select the ICS file on your desktop
- d. On the popup window, click Import.



6. Then, the events will show on your calendar.

NOTE: Calendar imports can only be done on a weekly or monthly basis. To import a calendar for the term, repeat these steps for each month of the term. Importing your calendar will automatically have the meetings on no student days and holidays deleted.