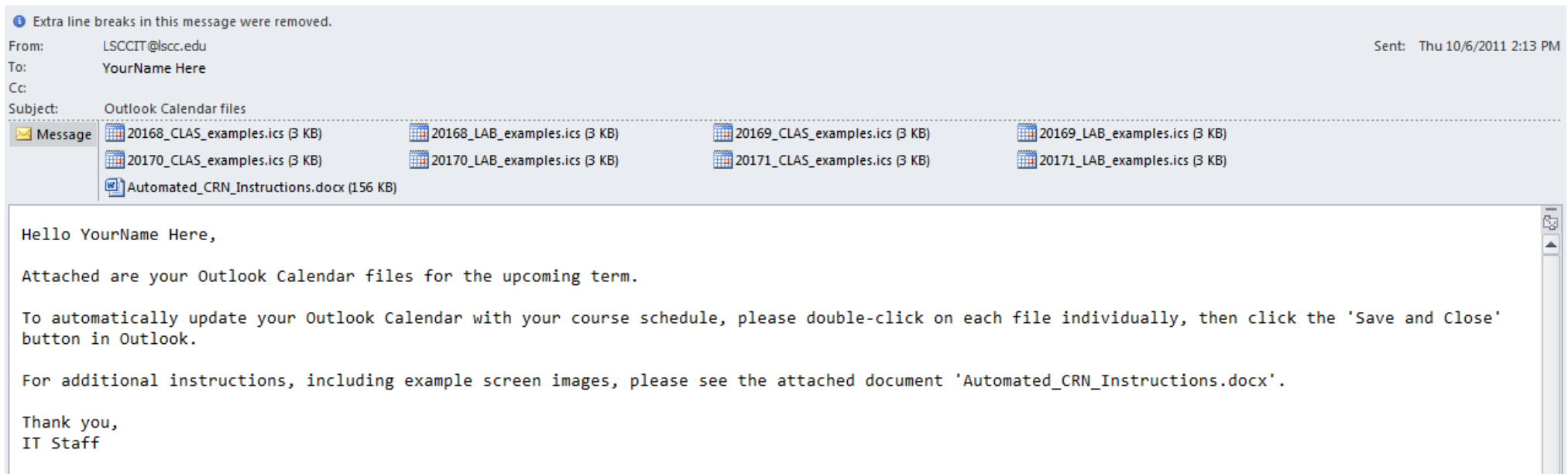


How to Import Your Course Schedule into Your Outlook Calendar

First, you will receive an email from LSCCIT.



This is an example of what you will see once you have opened the email.



Double click an attachment to open the .ics file.

This is an example of what you will see after you have double clicked an attachment.

Including:

- Subject and Course number in the subject line

- Building and Room Number in the location line

- The date range and time frames for when the course occurs

- The Subject, Course number and CRN in the body of the reservation

CHM1025C - Appointment Series

File Appointment Series Insert Format Text Review Developer

Save & Close Delete Forward OneNote Appointment Scheduling Assistant Invite Attendees Show As: Busy Reminder: None Recurrence Time Zones Categorize Private High Importance Low Importance Tags Zoom Zoom

4 instances of this recurring appointment are adjacent to other appointments on your Calendar.

Green Category

Subject: CHM1025C

Location: SM-117

Recurrence: Occurs every Tuesday and Thursday effective 1/10/2012 until 4/24/2012 from 11:00 AM to 12:20 PM (UTC-05:00) Eastern Time (US & Canada).

CHM1025C 20171

Repeat the process for each file attached to the email.

After all of the attachments have been saved, you will be able to view your class schedule in your Outlook Calendar.

January - February 2012							Search Calendar (Ctrl+E)
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Jan 1, 12	2	3	4	5	6	7	
Jan 1 - 7				9:00am IT Monthly M			
	8	9	10	11	12	13	14
Jan 8 - 14		11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1020C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 4:30pm CHM1020C; S			
	15	16	17	18	19	20	21
Jan 15 - 21		11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	9:00am Finance/IT Ba 11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1020C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 4:30pm CHM1020C; S		
	22	23	24	25	26	27	28
Jan 22 - 28		11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	9:00am FW: Student I 10:00am FW: Financial 11:00am CHM1025C; S 12:30pm CHM1025C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 4:30pm CHM1020C; S		
	29	30	31	Feb 1	2	3	4
Jan 29 - Feb 4		11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1020C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	9:00am IT Monthly M 11:00am CHM1025C; S 4:30pm CHM1020C; S		
	5	6	7	8	9	10	11
Feb 5 - 11		11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1020C; S	11:00am CHM1025C; S 12:30pm CHM1025C; S 4:30pm CHM1025C; S	11:00am CHM1025C; S 4:30pm CHM1020C; S		