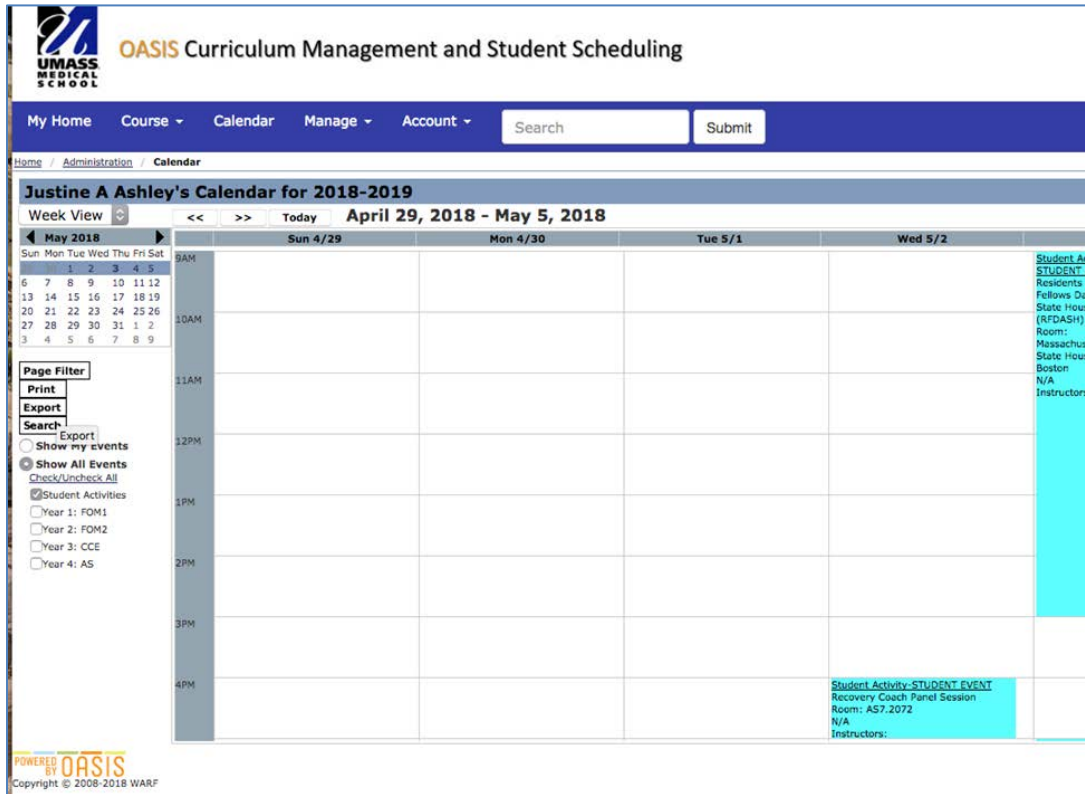


Adding Calendar to Outlook

1. Log in to OASIS and go to the calendar page. Click “Export” along the right-hand side.



OASIS Curriculum Management and Student Scheduling

My Home Course Calendar Manage Account Search Submit

Home Administration Calendar

Justine A Ashley's Calendar for 2018-2019

Week View << >> Today April 29, 2018 - May 5, 2018

May 2018	Sun 4/29	Mon 4/30	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5
1 2 3 4 5							
6 7 8 9 10 11 12							
13 14 15 16 17 18 19							
20 21 22 23 24 25 26							
27 28 29 30 31 1 2							
3 4 5 6 7 8 9							

Page Filter
Print
Export
Search
Export
Show my events
Show All Events
Check/Uncheck All
Student Activities
Year 1: FOM1
Year 2: FOM2
Year 3: CCE
Year 4: AS

Student Activity-STUDENT EVENT
Residents and Fellows Day
Slate House (RFDASH)
Room: Massachusetts Slate House, Boston
N/A
Instructors:

Student Activity-STUDENT EVENT
Recovery Coach Panel Session
Room: AS7.2072
N/A
Instructors:

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2. Scroll to the bottom section and check off the calendars you are interested in exporting. Then select the type of calendar you are exporting to (likely Outlook 2007 Internet Calendar if you use Office 365), the number of weeks you'd like to export (26 weeks, or one semester, is the maximum amount of time you can export, so you will want to do this at the start of each semester). Then, copy the URL.

My Home Course Calendar Manage Account Search Submit

Home / Administration / Calendar / Calendar Export

Calendar Export for 2018-2019 [Return to Calendar](#)

Export My Calendar allows you to put your OASIS information into various calendaring applications.

- Select a Calendaring application under either **Individualized Calendar** or **All Course/All Event Calendar**
- Select **Reminder settings** (optional.) Alarms are dependent on the calendaring application and support may vary
- Select **number of Export days**
- **Save** settings. Instructions for selected application will display

My Individualized Course Event Calendar

Calendaring application: - Select -

Instructions: Select calendar application, select settings and Save.

Type of reminder: Display with sound Display

When to trigger the reminder: 1 minutes before the event

Number of days to export: 2 weeks

URL: URL will display when settings are Saved.

Start of new course reminder

Type of reminder: Display with sound Display

When to trigger the reminder: 1 days before the event

All Course/All Event Calendar

Select Course Modules

- Student Activities
- Year 1: FOM1
- Year 2: FOM2
- Year 3: CCE
- Year 4: AS

Calendaring application: Outlook 2007 Internet Calendar

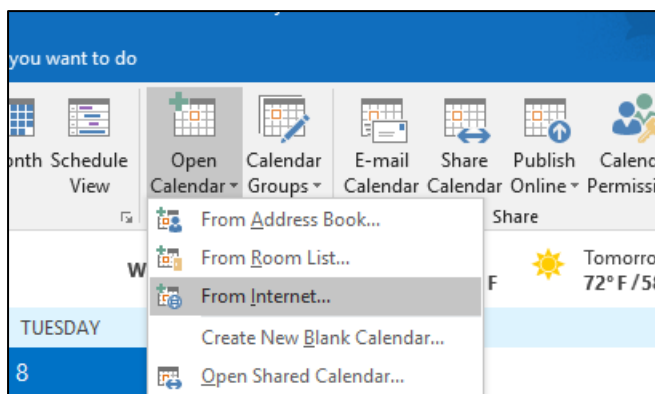
Number of days to export: 26 weeks

URL2: https://umassmed.oasischeduling.com/calendar/m=3&module_name=Student%20Activities&export_to=outlook2007&export_length=182&yid=2019

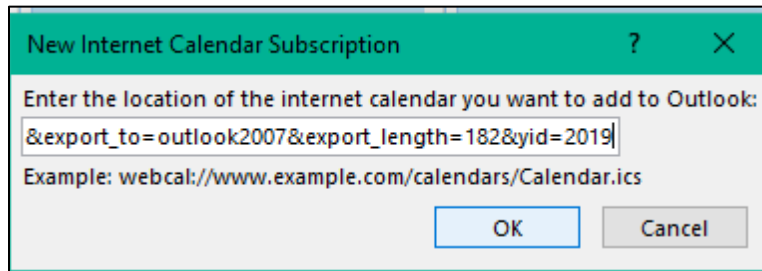
Save Cancel

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- Open Outlook on your Desktop, and go to the calendar tab. Click “Open Calendar” and select “From Internet.”



- Paste the URL from OASIS



- Choose "Yes" and the calendar will load!

