COPYING THE ACADEMIC CALENDAR INTO OUTLOOK

QUICK REFERENCE GUIDE

FOR INSTRUCTORS

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OVERVIEW
Shortly, you will receive a copy of the Academic Calendar via your Lynn email. Using Outlook, you can save the calendar to your calendars. When Outlook Exchange synchronizes, you will be able to see the Academic Calendar events on your iPad and iPhone using the Calendar app.

Before adding Academic Calendar:

After adding Academic Calendar:

PROCEDURE

1. On your PC, open Outlook (NOT the web application available via myLynn):

2. Locate the email message containing the Academic Calendar.
   **NOTE:** Do not open the message fully, but only in the reading pane as shown above.
3. Double-click at the very top of the message on the **Open this Calendar** icon.

You are prompted to add the calendar to Outlook:

![Add this Internet Calendar to Outlook](image)

4. Select **Yes**.

The Academic Calendar opens side-by-side, next to your main calendar. This calendar shows a single day:

![Open this Calendar](image)

5. Select **Month** from the ribbon.
6. Now you can see a full month of each calendar:

On the sidebar on the left, you now have two calendars selected, “Calendar” under My Calendars and “Academic Calendar” under Other Calendar.

7. To overlay the two calendars, right-click on the Academic Calendar tab.

8. Select Overlay.
The two calendars now appear overlaid:

9. To synchronize with Outlook Exchange (and update your iPad and iPhone), select the **Send/Receive** tab.

10. Press the **Send/Receive All Folder** button on the ribbon.

After a few minutes, the calendar app on your iPhone and iPad will be updated.

11. You may need to close your Calendar app and reopen it to activate synchronization.
12. Press the **Calendars** link to view all of your calendars.

13. Verify that both calendars are selected as shown above.

14. When you are finished, press **Done**.