

How to Import These Files Into Outlook, Entourage, iCal, and Google Calendar

If you use a different calendar application, the techniques outlined in this document should still apply.

Outlook (Windows or Mac)

Drag the "AllEvents.ics" file in this folder into the Calendar view in Outlook, and Outlook will import all schedule events into the current calendar.

For schedule updates: Double-click each .ics file in this folder. Outlook on Windows will create a new event in your calendar for this update, and will not delete the original event.

Entourage or iCal (Mac)

Drag all of the .ics files in this folder except for the one labeled "AllEvents.ics" into iCal or the calendar view in Entourage. iCal or Entourage will import all the events into the calendar. This works for both the first time you import the course calendar as well as when you are doing schedule updates.

Google Calendar

1. Log in to Google Calendar.
2. Click the disclosure triangle to the right of "My Calendars."
3. Click "Settings."
4. A page listing all of your calendars appears.
5. Next to the "Create New Calendar" button, click the "Import Calendar" link.
6. Select the "AllEvents.ics" file in this folder.
7. Select the calendar you on which you want to show the event.
8. Click "Import."

This works for both the first time you import the course calendar as well as when you are doing schedule updates.