ZOOM: ADD COURSES TO OUTLOOK

![Johnson & Wales University logo]
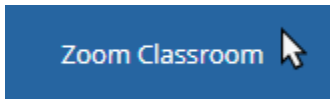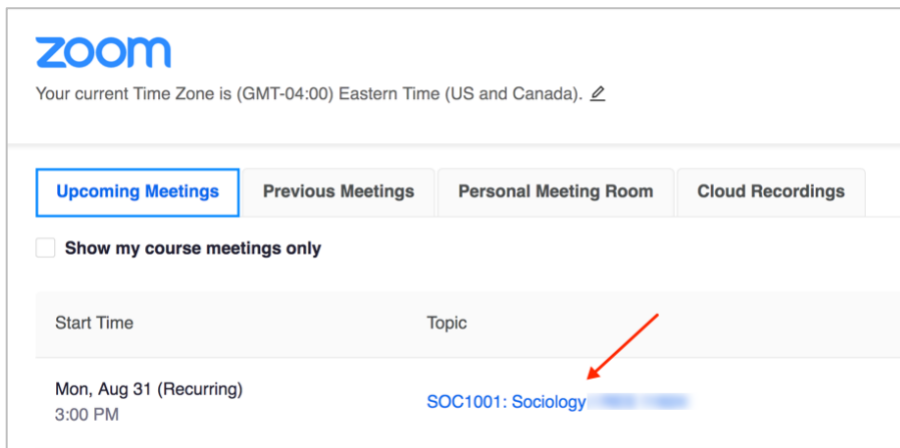
You can add each of your Zoom class meetings to your JWU Outlook calendar.
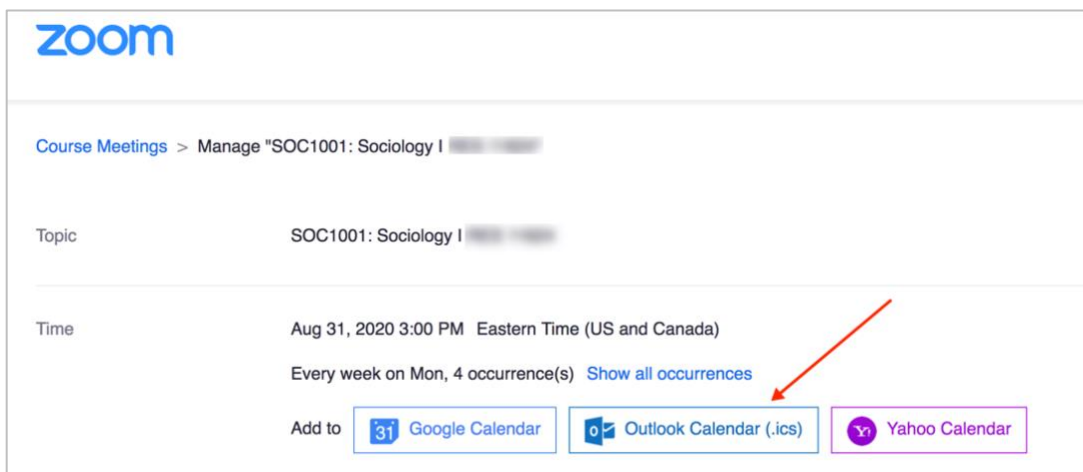
Instructions

1. Go to your ulearn course and click the course you want to export a Calendar from. Click your link for Zoom on the left menu.

2. Click the blue link for your **course name and ID.**

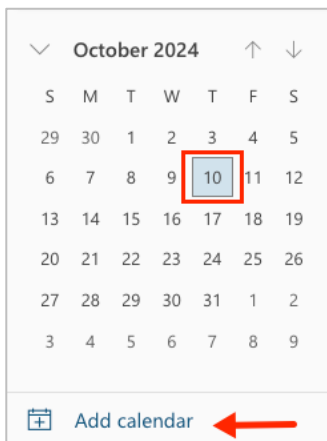3. Click on the option for **Outlook Calendar**.
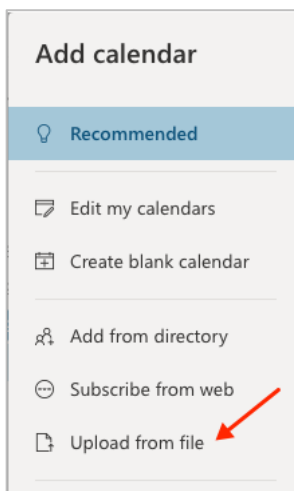
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4. Your computer will either download the file automatically or prompt you to open or save it. If it asks, click **Save**.

5. Log into email.jwu.edu to access your JWU email

6. Click the **calendar icon** on the bottom left pane of Outlook to access the calendar.
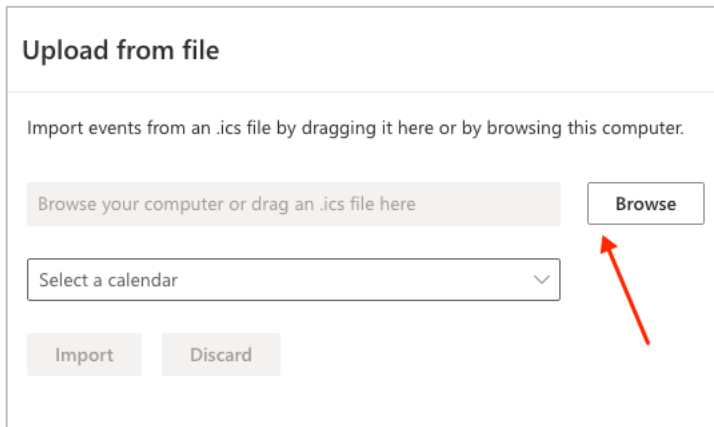

7. Click **Add Calendar**.
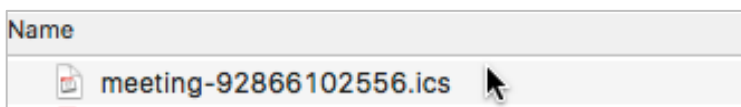

8. Click **Upload from File.**

9. Click **Browse**.

10. Navigate to your computer's **Downloads folder** and click on the **.ics file** you downloaded in step 2 above.

11. Click on the **Select a calendar** menu and choose your **Calendar**.

12. Click **Import**.
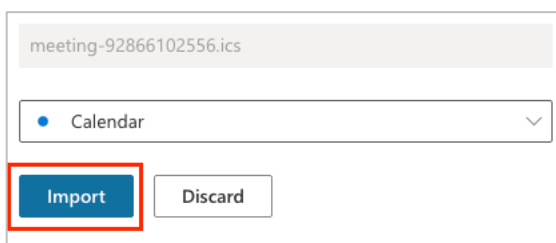
13. The calendar will import. Click X to exit the window. The class is now added to your calendar.
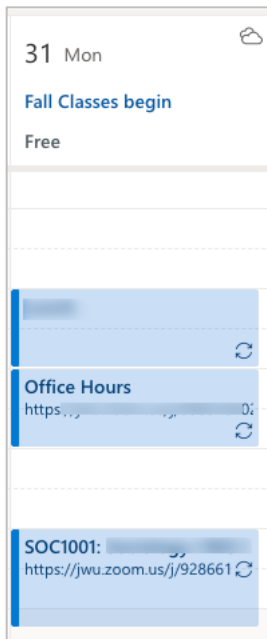
14. Repeat these steps for any additional courses you need calendars for.