ZOOM: ADD COURSES TO OUTLOOK



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.

ZOOM Your current Time Zone is	(GMT-04:00) Eastern Tim	ne (US and Canada)	. 🖉		
Upcoming Meetings	Previous Meetings	Personal Meeti	ng Room	Cloud Recordings	
Show my course mee	angs only				
Start Time		Торіс	/		
Mon, Aug 31 (Recurring 3:00 PM)	SOC1001: Sociolog	y		

3. Click on the option for **Outlook Calendar**.

zoom	
Course Meetings	> Manage "SOC1001: Sociology I
Торіс	SOC1001: Sociology I
Time	Aug 31, 2020 3:00 PM Eastern Time (US and Canada) Every week on Mon, 4 occurrence(s) Show all occurrences
	Add to 3 Google Calendar 0 Vahoo Calendar (.ics) 3 Yahoo Calendar

IT Service Desk



- 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.

Upload from file	
Import events from an .ics file by dragging it here or by browsing thi	is computer.
Browse your computer or drag an .ics file here	Browse
Select a calendar	\backslash
Import Discard	N

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

Name	
meeting-92866102556.ics	s 📐

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



12. Click Import.

meeting-92866102556.ics	
Calendar	~
Import Discard	



13. The calendar will import. Click X to exit the window. The class is now added to your calendar.

31 Mon	Ô
Fall Classes begin	
Free	
	C
Office Hours	
https.,,	0; C
SOC1001: https://jwu.zoom.us/j/92866	1 C

14. Repeat these steps for any additional courses you need calendars for.