Overview

A collaborated calendar made available that includes the University Academic Calendar, the Registrar’s Office Calendar, Online and Distance Education, Institutional Effectiveness, and the Academic Systems Calendar.

*Please note that the screen shots are from Microsoft Outlook 2016 and may vary slightly from your version of Outlook.

Steps

1. In the Outlook Calendar tab, click on ‘Open Calendar’ and select ‘From Address Book’.
2. Start typing ACAD in the search bar and double click the ‘Academic Systems Important Dates’ Calendar and click OK.

*If you do not see ‘Academic Systems Important Dates, you may need to change the address book from the default ‘Offline Global Address List’ to ‘Global Address List’.*
3. If you uncheck your personal calendar, you can view the ‘Academic Systems Important Dates’ Calendar only. We have tried to color code events. The key is at the bottom of this document.
4. Ctrl – P will bring up the print menu as seen in the illustration below.

5. **Color Key:**

   - **University Calendar**
   - **Academic Systems**
   - **Online & Distance Ed.**
   - **Registrar's Office**
   - **Institutional Effectiveness**