Below are step-by-step instructions of how to import your schedule to your Outlook account.

1. Login to your [**OASIS Student Account**](https://oasis.oglethorpe.edu) with your Oglethorpe username and password.
2. Select “OASIS for Students”.
3. Select “New! Student Planning – View, Plan and Register”
4. You will be redirected to another page.
5. Click on “Student Planning” in the upper left-hand corner.
6. Select “Plan & Schedule” from the drop-down menu.
7. Your schedule will appear with the courses and their respective statuses listed to the left-hand side of the grid schedule.
8. Just above your schedule you will see an icon that has a calendar on it and says, “Save to iCal”. (*Note: the system will only let you export your calendar when you are actually registered for courses.)*
9. Select that icon.
10. A file will download to your computer.
11. You will want to save that file to your computer (*Helpful Hint: Write down where you saved and what you called it*).
12. Open your Outlook account.
13. Go to File and select “Open & Export”.
14. Then select “Open Calendar”.
15. A window will appear, this is where you will want to find the file you saved and select “Open”.