

## How to View the Academic Calendar

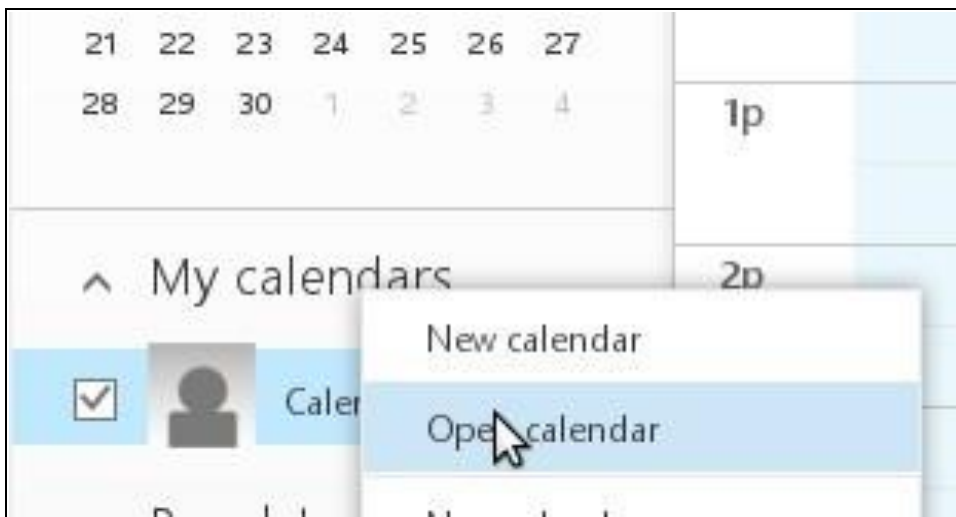
Log into <https://www.outlook.com/osteo.wvsom.edu> as normal. The default view is email. Click on the “Office 365” at the top of the screen to bring up the list of applications:



Next, select “Calendar” from the list of applications:

Right-click on the “My Calendars” text in the left sidebar and select “Open Calendar”:



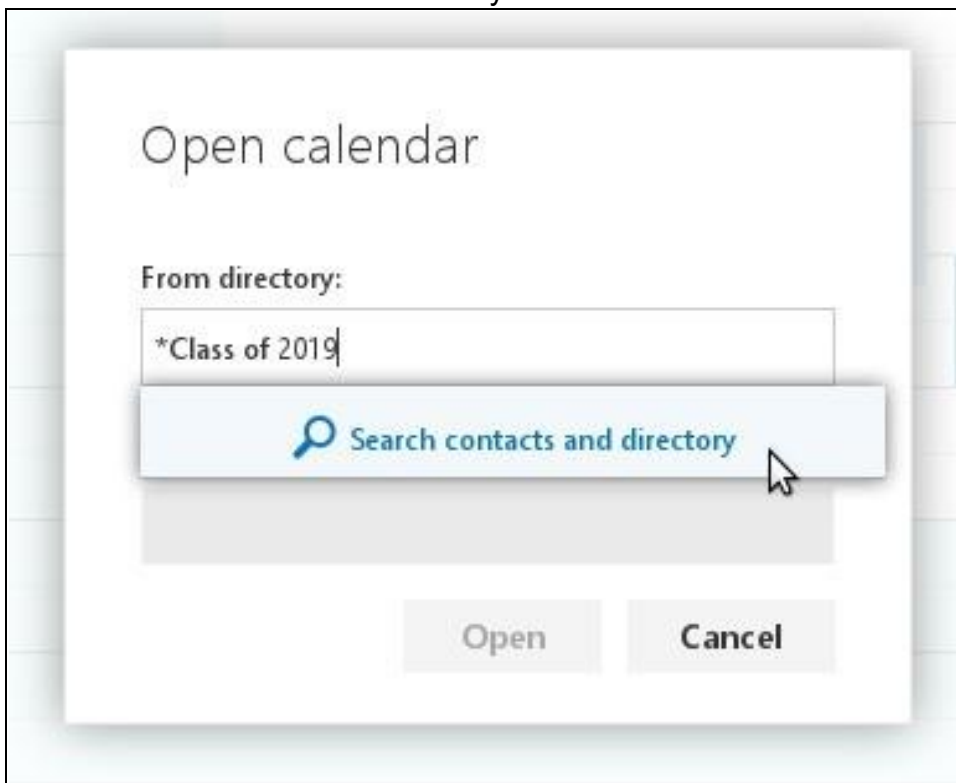


A new dialog box will appear in the middle of the screen.

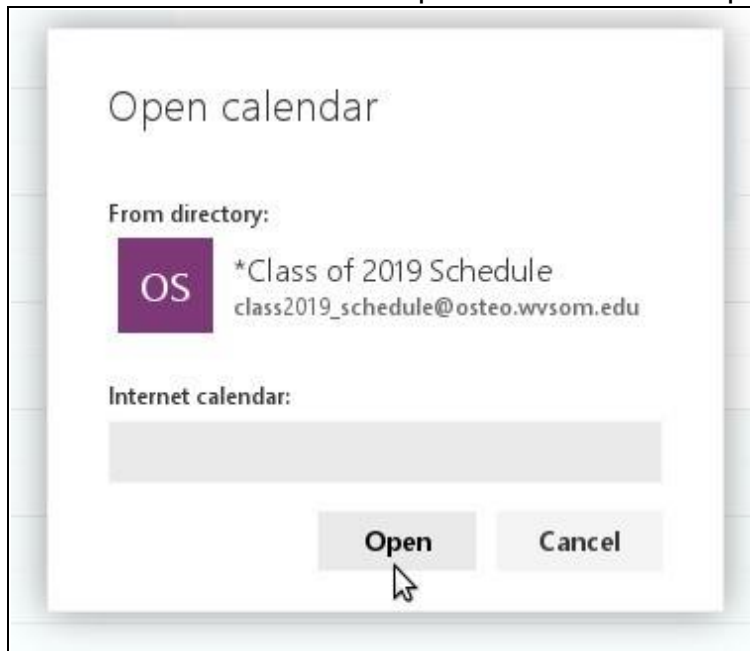
**For the Class of 2019 and earlier:** Type “\*Class of yyyy” into the “From directory” input box.

**For the Class of 2020 and after:** Type “\*yyyy Class Schedule” into the “From directory” input box. Ex: “\*2020 Class Schedule”

In the example below, the class of 2019 was used. After entering your search term, click on the “Search Contacts and Directory” button:



The calendar of the class in question should be displayed. Click on the “Open” button:



The class calendar should appear next to your personal schedule. You can toggle the calendar on and off via the checkmark in the left sidebar:

