



Academic Success and Career Center

WASHINGTON STATE UNIVERSITY

# Setting up Class Schedules on Outlook Calendar

1. Go to the **Outlook website**: [office365.wsu.edu](https://office365.wsu.edu). Log in with your WSU network ID and password

WASHINGTON STATE UNIVERSITY

Need a user id? ↗  
Forgot your password? ↗  
Forgot your user id? ↗  
Need help? ↗

Class Schedule Search ↗  
Browse Course Catalog ↗  
Transfer Course Information ↗

Network Authentication

You must log in to continue

Network ID or Friend ID:

Password:

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

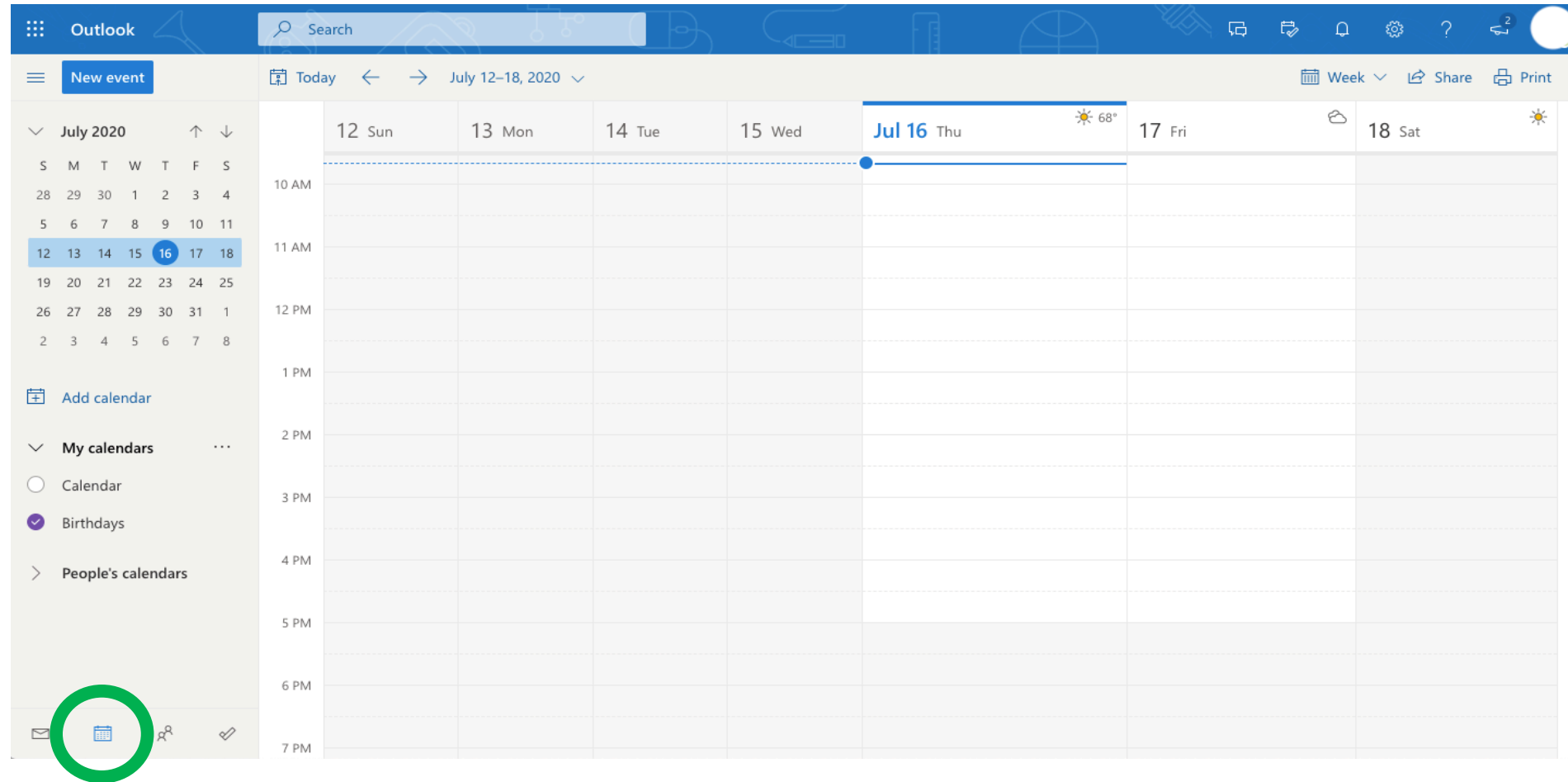
Login

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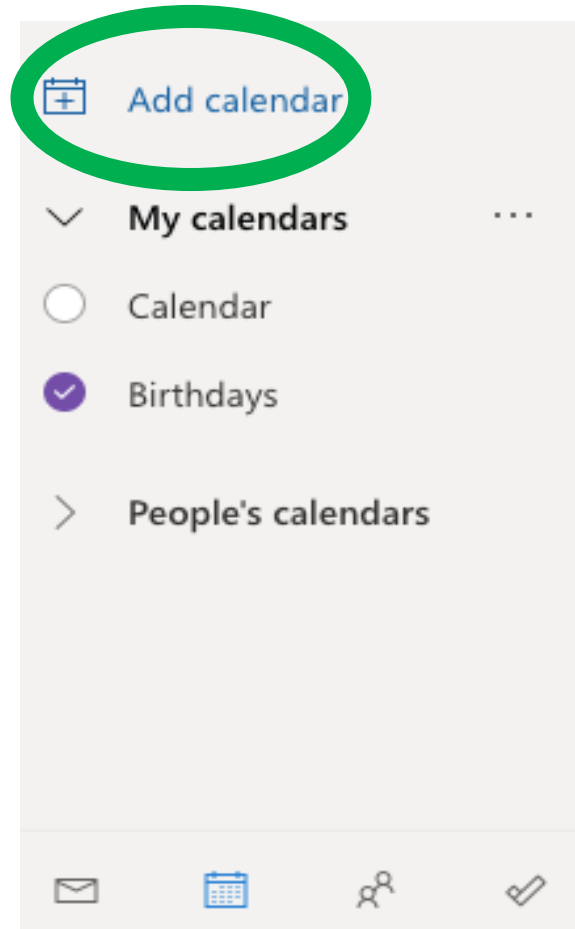
By accessing or using this system, or any device attached to this system, you are consenting to the WSU Computer Use Policy and the following conditions: Data stored or transmitted on this system are subject to routine monitoring by WSU for purposes including, but not limited

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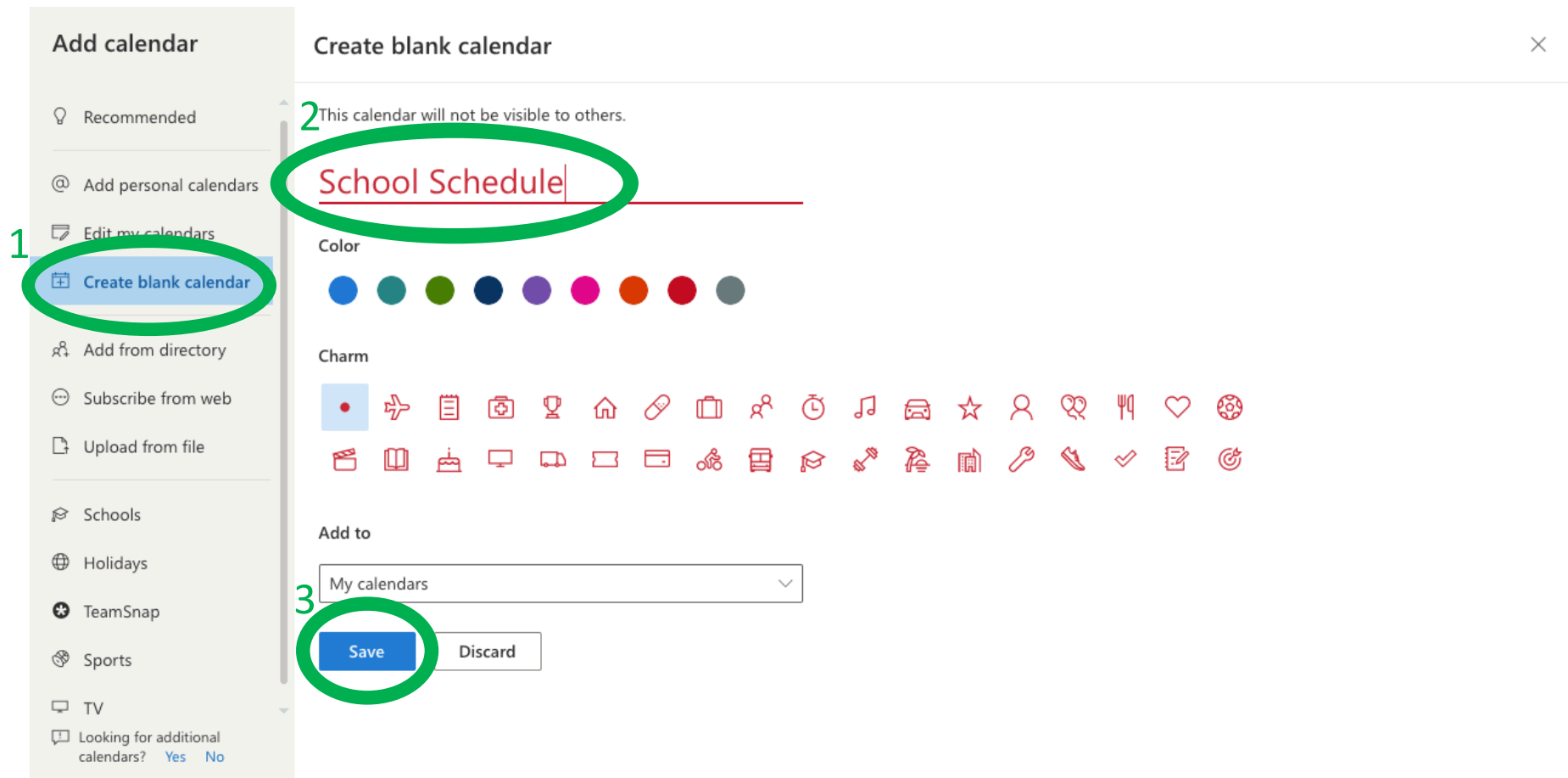
2. Click the **Calendar Icon Button** at the bottom of the navigation bar



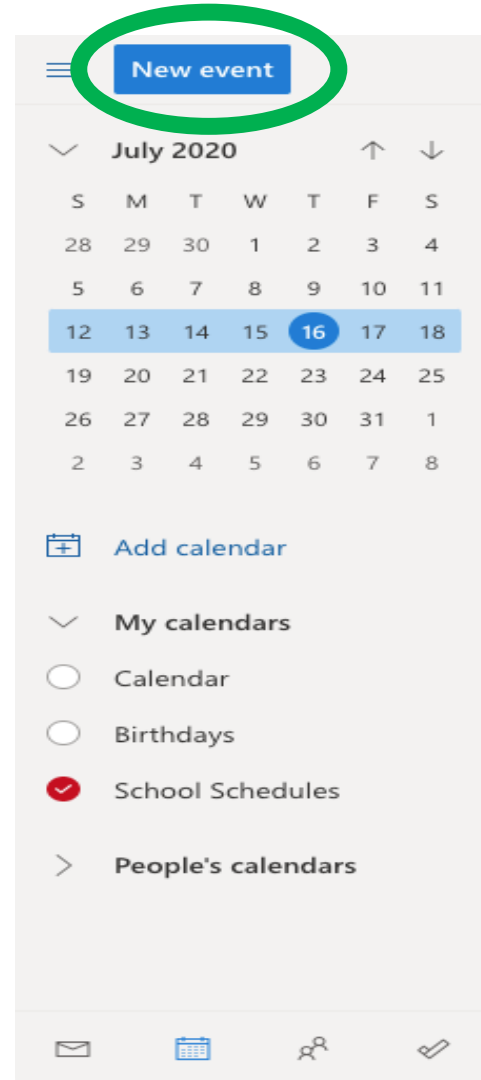
### 3. Click **Add Calendar**



4. Click **Create blank calendar**. Name the new calendar as **School Schedule**. Pick your favorite color (e.g. Red). Click **Save**



5. Let's start adding a class to your School Schedules. Click **New Event**



6. Name the title of the event as **UNIV 250 – Section 1**. Click Repeat Every week

The screenshot displays a meeting scheduling window with a red title bar. The main content area includes a list of school schedules under the heading "School Schedules". The first item, "UNIV 250 - Section 1", is highlighted with a green circle and labeled with a "1". Below this, there are fields for "Invite attendees" (with an "Optional" label), a date of "7/16/2020", and a time range of "12:10 PM to 1:00 PM". The "Repeat" dropdown menu is open, showing options: "Never", "Every day", "Every week", "Every month", and "Every year". The "Every week" option is selected and circled in green, labeled with a "2". A "3" is also present near the "Every week" option. To the right, a calendar view for "Thu, July 16, 2020" shows a green event slot from 12:10 PM to 1:00 PM with the text "12:10 PM - 1:00 PM" and "You are available".

7. Set up the **start date** - Repeat every **1 week** - **M (Monday)** and **W (Wednesday)** - Set up the **end date**. Then click **Save**

Repeat ×

Start 8/24/2020 <sup>1</sup>

↻ Repeat every 1  week

<sup>2</sup>  S  M  T  W  T  F  S

Occurs every Monday and Wednesday until

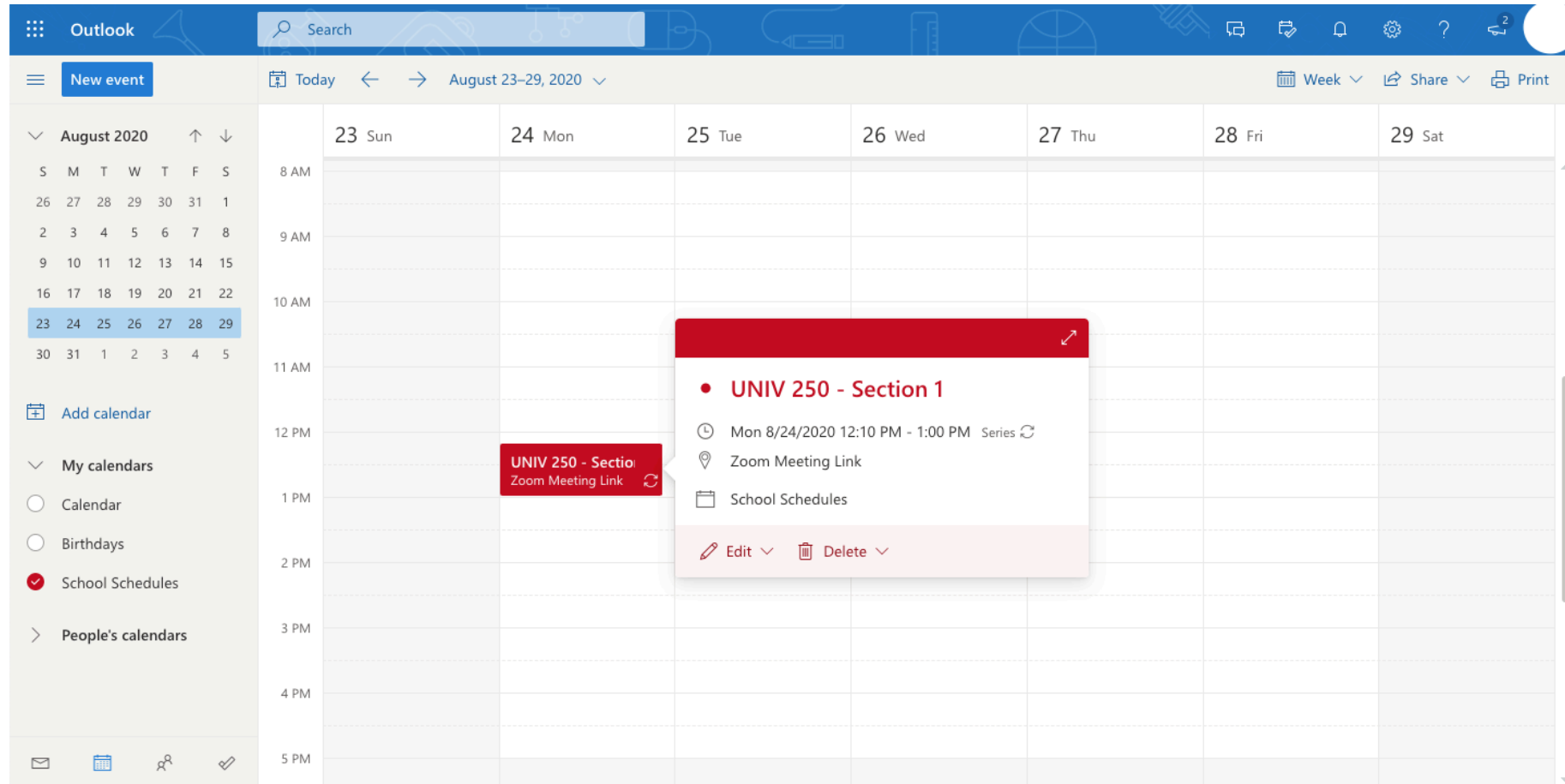
<sup>3</sup> Oct 30, 2020  [Remove end date](#)



8. Set up location. If the class is online, you can paste the Zoom meeting link in the **Location Box**. Click **Save**.

The screenshot displays a calendar event creation interface. At the top, there is a red header bar with a close icon. Below it, a navigation bar contains icons for Save, Discard, Scheduling Assistant, Busy, Categorize, and Response options. The main content area shows the event details for "UNIV 250 - Section 1". The date is set to 8/24/2020, and the time is 12:10 PM to 1:00 PM. The event is marked as "Optional" and "All day" is turned off. The repeat pattern is "every Monday and Wednesday until Oct 30, 2020". The "Zoom Meeting Link" field is highlighted with a green circle. Below it, there are options for "Suggested locations" and "Browse with Room Finder". A "Teams meeting" toggle is also visible. At the bottom, there is a section for "Add a description or attach documents" with icons for adding attachments, images, emojis, and links. On the right side, a calendar view for Monday, August 24, 2020, shows the event as a red block from 12:10 PM to 1:00 PM with the text "12:10 PM - 1:00 PM" and "You are unavailable".

9. Your final screen should look like this. Repeat **Step 5** to add another class.



10. Here is an example of a full calendar with **another class**, **study time**, and **extracurricular activities**

