How to Add Academic Calendar Events to Your CSC Outlook Calendar
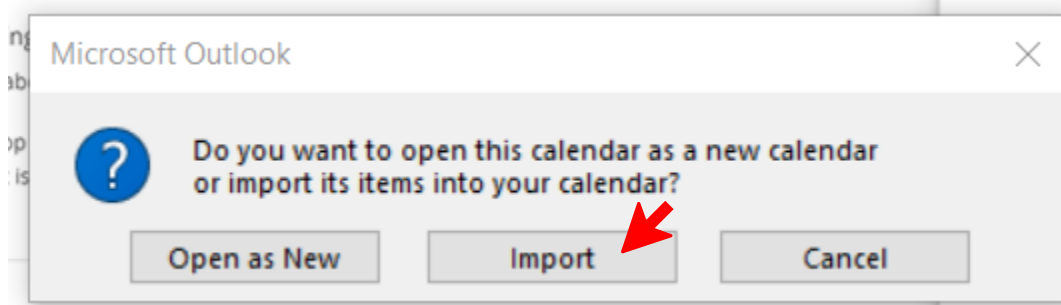
The Chadron State College Academic Calendar now allows people to add the events from the calendar to their individual Outlook Calendar. This can be handy for faculty, staff, and students as reminders, so they do not miss important deadlines such as when grades are due or when the last day to drop or withdraw from classes are.

From the Academic Calendar page, go to the term you wish to have reminders for and follow the instructions below.

Microsoft Outlook ✕

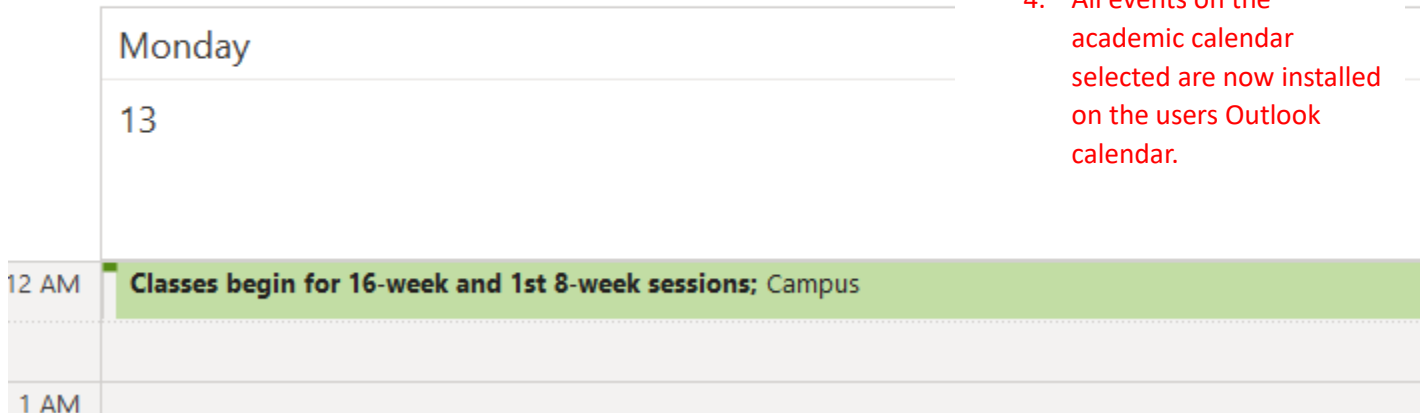❓ Do you want to open this calendar as a new calendar or import its items into your calendar?

| Open as New | Import | Cancel |

3. A pop-up box will appear asking where the user wants the calendar information to be. Click on 'Import'.

Today ‹ › **January 13, 2025**

4. All events on the academic calendar selected are now installed on the users Outlook calendar.

Monday

13

12 AM | **Classes begin for 16-week and 1st 8-week sessions;** Campus

1 AM