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. Type “*Class of yyyy” into the “From directory” input box. 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:

![Open calendar dialog]

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:

![Sidebar with checkmark]

*Class of 2019 Schedule
class2019_schedule@osteo.wsom.edu

Internet calendar: