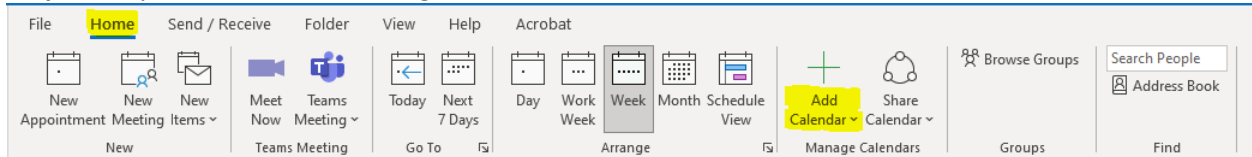


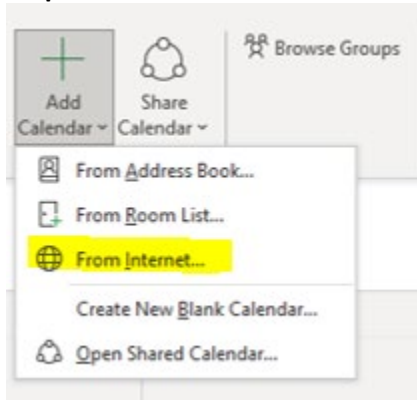
Instructions for accessing the CAS shared deadline calendar.

For downloading to the Outlook App

Step 1: On your Outlook calendar, go to the Home tab and then click the “Add Calendar” button.



Step 2: Choose “From the Internet” from the dropdown



Step 3: Enter

<https://outlook.office365.com/owa/calendar/6f01842eb8f3421fa956d0a3428f373f@uw.edu/c1727aa06301483e98ed45fd9ed6be4d9173837896690769316/calendar.ics> in the prompt box that opens and click “OK”

Step 4 (optional): If you want to overlay the deadlines to your personal calendar, open both in the app and then click the arrow next to “Calendar – cas-personnel@uw.edu”.



For getting access via Office 365 on the web:

Go to:

<https://outlook.office365.com/owa/calendar/6f01842eb8f3421fa956d0a3428f373f@uw.edu/c1727aa06301483e98ed45fd9ed6be4d9173837896690769316/calendar.html>.

For Gmail users:

1. Open Google Calendars
2. Click the Plus sign under "Other Calendars" to add a new calendar
3. Select "From URL"
4. Paste the following

URL: <https://outlook.office365.com/owa/calendar/6f01842eb8f3421fa956d0a3428f373f@uw.edu/c1727aa06301483e98ed45fd9ed6be4d9173837896690769316/calendar.ics>