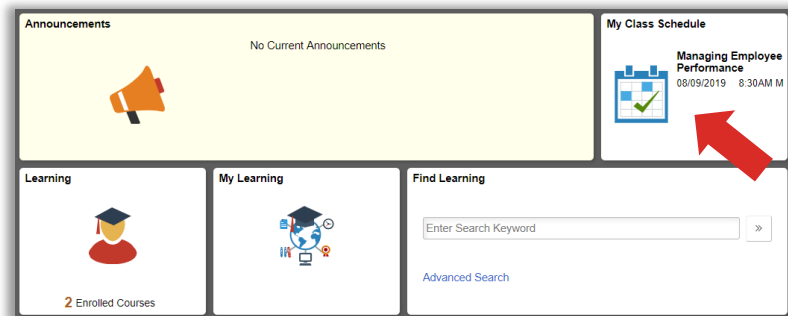
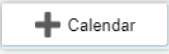
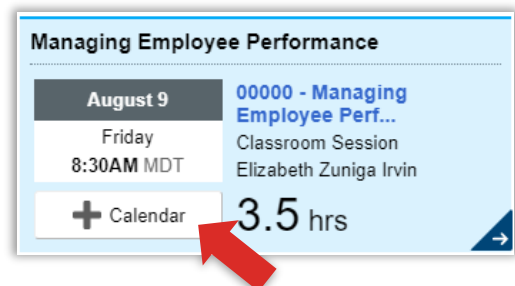


How to add a course to your Outlook calendar

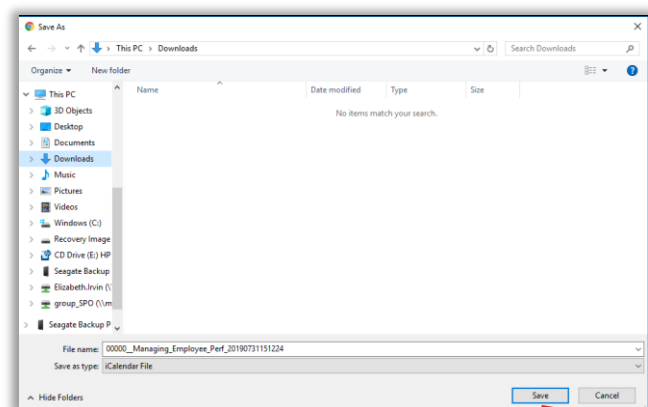
1. Log in to <https://elm.share.state.nm.us>
2. Click the **My Class Schedule** tile.



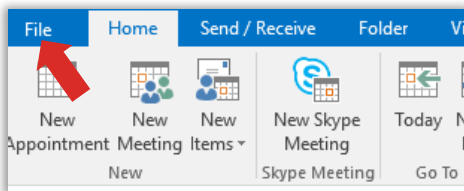
3. Click the  button on the desired course tile.



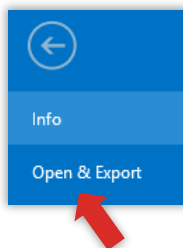
4. Save the file to your computer. **Remember where you saved it.**



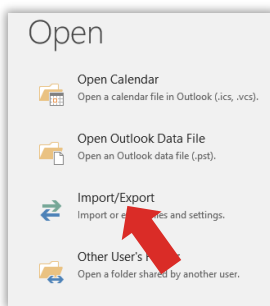
5. Open your Outlook calendar. Click the **File** tab.



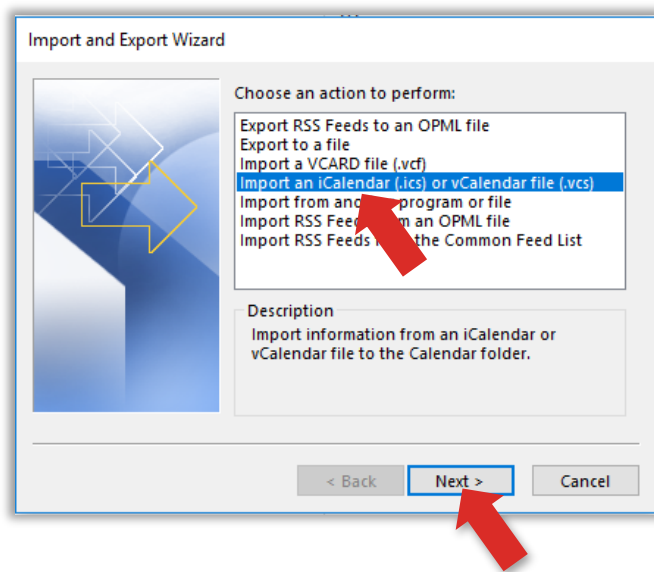
6. Click **Open & Export**.



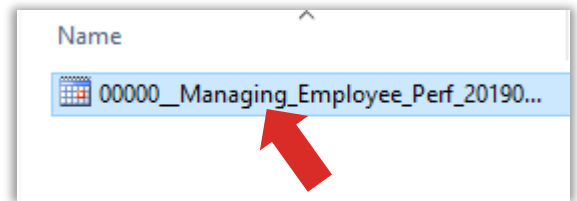
7. Click **Import/Export**.



8. Select **Import an iCalendar (.ics) or vCalendar file (.vcs)**. Click **Next**.



9. Navigate to the file you saved.
Double click the file name.



10. Click **Import**. The appointment now appears on your calendar on the class date.

