

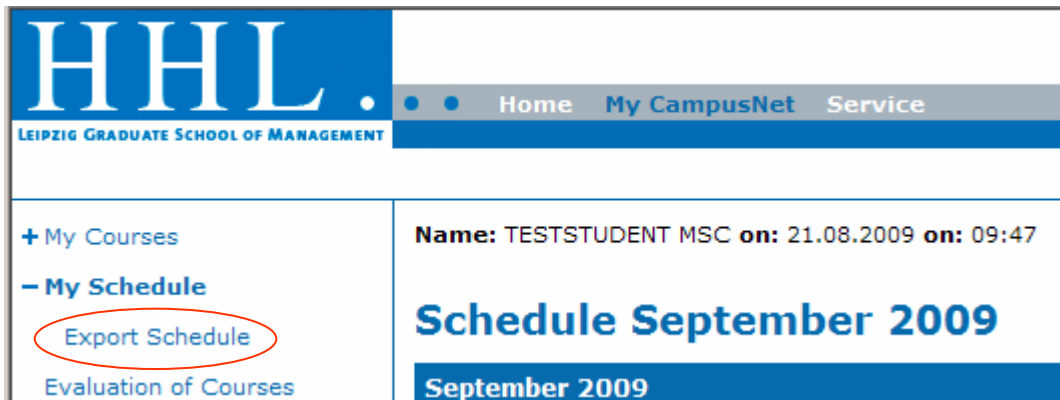


Instruction: How to export my schedule into MS Outlook

Department IT // Last updated: 21/08/2009

## Step 1: Login to CampusNet

- Login to CampusNet via <http://study.hhl.de>
- Open „My CampusNet“ > „My Schedule“ > „Export Schedule“



The screenshot displays the HHL Leipzig Graduate School of Management website. At the top left is the HHL logo. A navigation bar contains links for Home, My CampusNet, and Service. On the left side, there is a menu with options: + My Courses, - My Schedule, Export Schedule (circled in red), and Evaluation of Courses. The main content area shows the user's name as TESTSTUDENT MSC, the login date as 21.08.2009, and the time as 09:47. Below this, the title 'Schedule September 2009' is displayed, with a blue bar underneath containing the text 'September 2009'.

## Step 2: Set time period to export

- Choose either „Month“ or „Calendar week“
- **Remark: It is not possible to set both!**

### Export Appointments

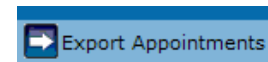
Month:

Calendar week:

- CW34 (17.08.2009 - 24.08.2009)
- CW35 (24.08.2009 - 31.08.2009)
- CW36 (31.08.2009 - 07.09.2009)
- CW37 (07.09.2009 - 14.09.2009)
- CW38 (14.09.2009 - 21.09.2009)**
- CW39 (21.09.2009 - 28.09.2009)
- CW40 (28.09.2009 - 05.10.2009)

Cancel Export Appointments

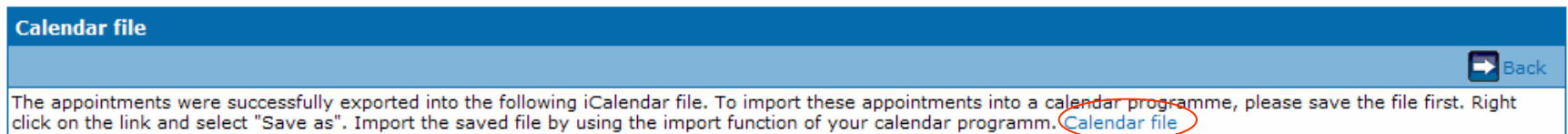
- Start export via button „Export Appointments“:



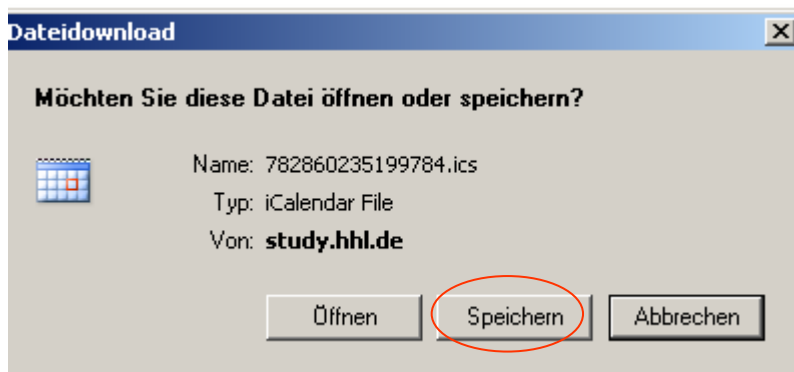
## Step 3: Download and save export file

- If generation of calendar export file was successful download it via „Calendar file“.

### Calendar file export



- You will be asked either to save or to open the calendar file: Choose „Save“.



## Step 3: Download and save export file

- Choose and enter a meaningful path and filename, e.g.: „CW38“ (because we downloaded events and courses for calendar week 38).
- Confirm with „Save“



The screenshot shows a file save dialog box with two dropdown menus and two buttons. The first dropdown menu, labeled 'Dateiname:', has 'CW38.ics' selected. The second dropdown menu, labeled 'Dateityp:', has 'iCalendar File' selected. To the right of the first dropdown is a button labeled 'Speichern' (Save), which is circled in red. Below it is a button labeled 'Abbrechen' (Cancel).

- Change to the location where the iCal-File has been saved before and open the file via double click.



## Step 4: Opening schedule in Outlook

- Outlook will be opened instantly with focus on all events of this particular calendar week that are associated with your schedule.

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