Student email addresses ending in @uOttawa.ca are powered by Google. We are pleased to offer you your class schedule through Google Calendar. Please find below step by step instructions to add your program’s calendar to your student Gmail account. This will ensure that you always have the most up-to-date class schedule.

1. Adding courses to your personal Gmail or UOttawa student account

To add courses to your Gmail calendar, you must first view the timetables available on your program’s website in order to pick the calendar that corresponds to you. To do so, please complete the following steps:

   a. Go on the official Telfer School of Management website, and click on the program in which you are enrolled under the tab “Programs”: http://www.telfer.uottawa.ca/en

   b. Click on “Students”, then click on “Courses and Timetables”

   c. For MSc students, select the MSc course schedule of your entering year’s program.

      For MBA and MHA students, you have two options:

      - Select the MBA or MHA calendar that corresponds to your cohort.
      - Select “Directory – ADM/MBA/MHA courses” of the session you would like to view. Then simply click on the course schedule you would like to add to your agenda.

   d. At the bottom of the calendar, select the button “+ GoogleCalendar” on the bottom right of the calendar.
e. You will then be directed on the Gmail page. It is important to write your full email including the @uottawa.ca (ex: xxx011@uottawa.ca) in order to be redirected to your UOttawa Gmail page.

* If you are a new UOttawa students, please note that you will receive a UOttawa email address 48 hours after you have registered to your courses on Rabaska. You can activate your email address on the uoZone page.

f. Enter your e-mail address in the “User ID” field.

g. Enter your password in the “Password” field.

h. Select “Login”

i. A message will display “Do you want to add this calendar?

Select “Yes, add this calendar”.

j. The calendar will now be displayed on the left side of the menu under “Other Calendars”.

Click the down arrow to extend or minimize the options.

k. Select the colored square to “show / hide” the calendar.
I. If you have more than one calendar, you can “Show / Hide” All, None or Specific calendars according to your preference.

You now have access to the calendar you have selected on your student email account. You can also add courses to your own calendar (instead of under “Other Calendars”).

*Please note however, that if the Graduate office makes changes to a course (ie classroom, time, etc.), you will not be notified because you have only copied the course to your calendar. To be notified of any changes, you need to activate the notification feature for each calendar concerned.

   a. Click on the course you wish to add to your agenda
   b. Select “Copy to my calendar”

   c. Select “Save”

And voila! You now have access to courses and schedules of your choice on your UOttawa student Gmail account.

We hope that you found these instructions useful! For further information, please don’t hesitate to contact us.

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