How to sync Oasis Calendar with Google Calendar
Why would you want to sync Oasis Calendar with Google Calendar?

• Your Google Calendar will automatically update when the Oasis Calendar is modified by faculty (i.e., schedule or class changes)
• Google can manage all of your calendars simultaneously
• You can edit your calendars from your phone, laptop, or tablet device
• You can set up reminders for your important events
• You can share calendars with other people so everyone in your group is on the same page
Step 1: Log on to https://oasis.med.jhmi.edu/ with your JHED ID and password
Step 2: Select the current year
Step 3: Select ‘Export’
Step 4: Select ‘Google Calendar’ ‘18 Weeks’ and click ‘Save’ at the bottom of the page – then highlight and copy the URL (a unique link to your Oasis calendar).

Right Click & ‘Copy’

or

Ctrl-C

or

Command-C
Step 5: Go to www.google.com/calendar/ and ‘Sign in’ with your Google account and password
Step 6: Click the down arrow next to ‘Other Calendars’ to open the drop-down menu – then select ‘Add by URL’ (not shown)
Step 7: Paste the URL copied from Oasis and click ‘Add Calendar’

1. Right Click & Paste
   or
   Ctrl-V
   or
   Command-V

2. Add by URL
Step 8: To name your Oasis calendar, click on the down arrow next to the calendar name and click on ‘Calendar Settings’.
Step 9: Rename your calendar (e.g., OASIS) and click ‘Save’
**Note:** The events in your OASIS calendar cannot be edited like other calendars, because they are synced to OASIS – however, it will update automatically.
Step 10: If you want to change the color of your Oasis calendar click the down arrow again and select a color.
Step 11: To delete this calendar, click on the Gear icon for a drop-down menu, then click ‘Settings’
Step 12: Select ‘Calendars’
Step 13: Click ‘Unsubscribe’ to delete your new calendar (if that’s what you want to do)
Step 14: You can also use this page to create new calendars from scratch and share them with others.
Step 15: Once you add all your calendars, you can select which ones are visible by clicking on them.
**Step 16:** Google Calendar is a great way to organize & compartmentalize your busy schedule!