

# EVMS Academic Calendar



## Faculty/Staff

Phil Copley  
Technology Manager  
Office of Academic Affairs

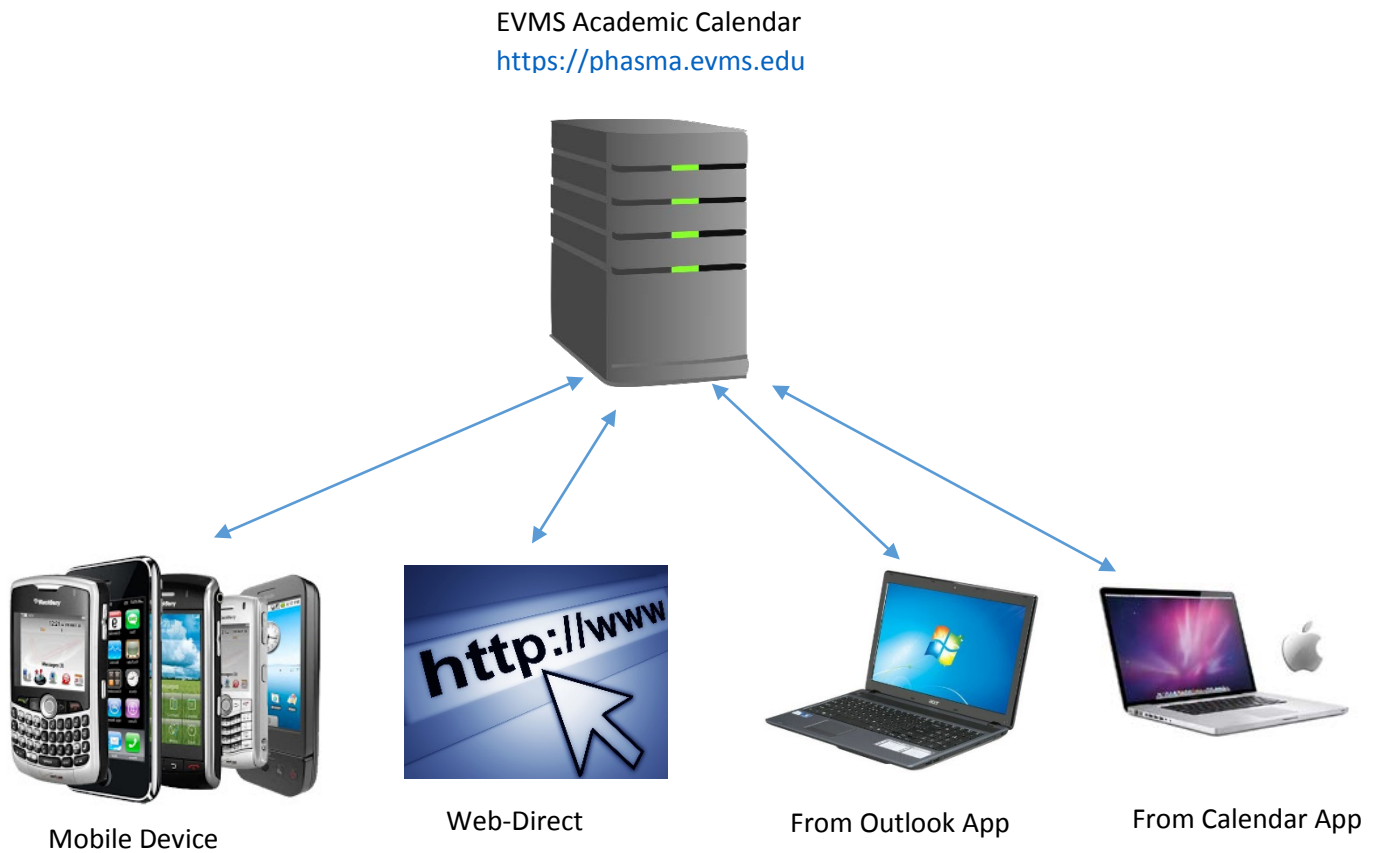
Table of Contents:

1. Steps to connect your on campus office outlook application to the Academic Calendar(s) – Page 3
2. Steps to subscribe your Apple Mobile Device to the Academic Calendar(s) – Page 6
3. Steps to subscribe your Android Device to the Academic Calendar(s) – Page 8

## EVMS Enhanced Academic Calendar – Overview

Recently Eastern Virginia Medical School launched an enhanced academic calendar system to support an increasingly mobile dependent community. The academic calendars stored on this system are official and used by faculty and staff as well.

This system can be accessed in a variety of ways:



## EVMS Enhanced Academic Calendar – SharePoint Instructions

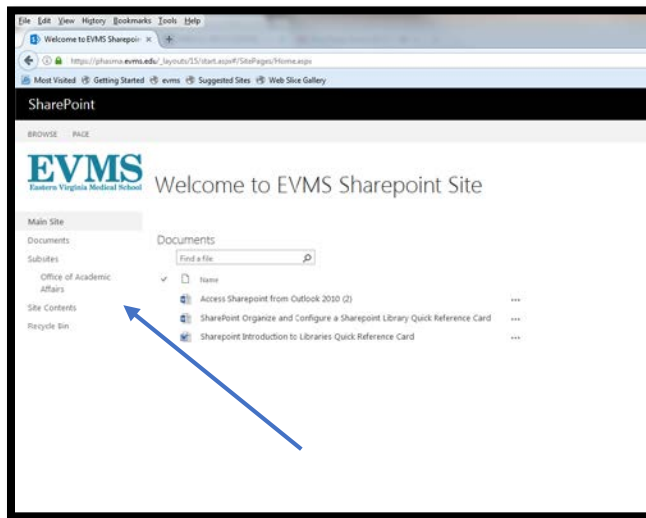
### Connecting Outlook to The Enhanced Calendar:

Step 1:

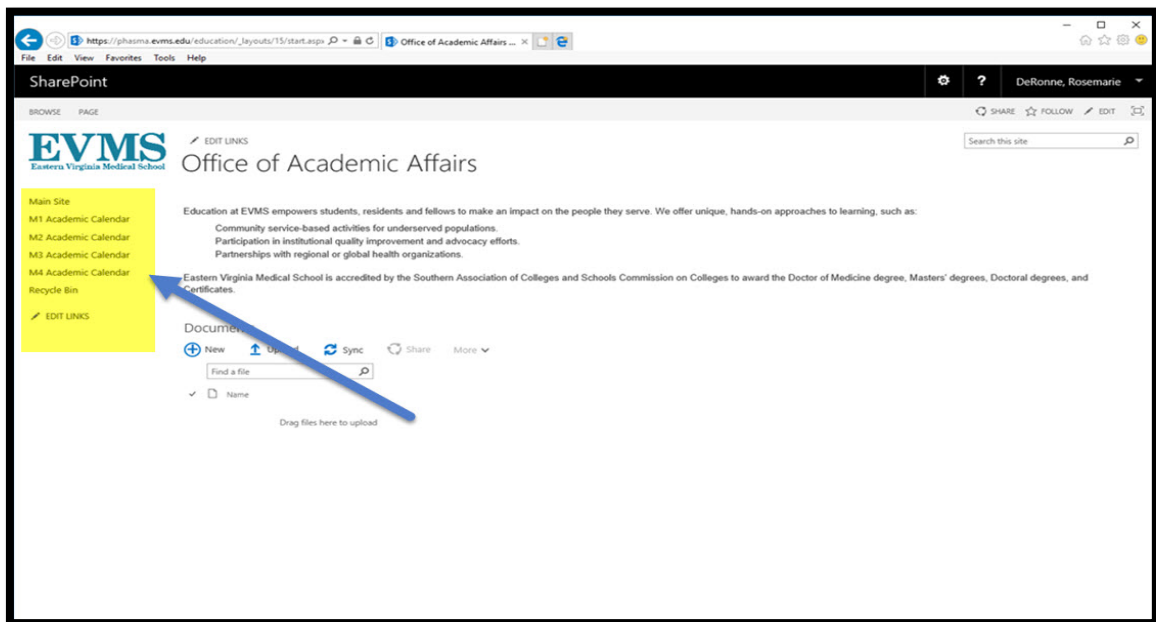
Go To: <https://phasma.evms.edu>

Log in using your EVMS Credentials

Select **Office of Academic Affairs**:



Select from the list of available academic calendars

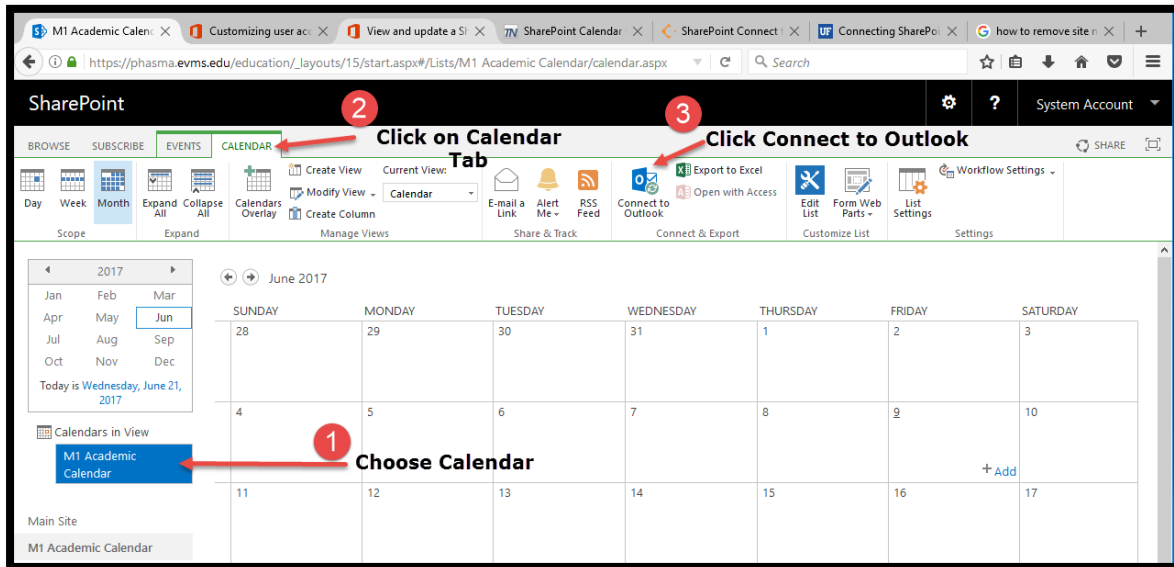




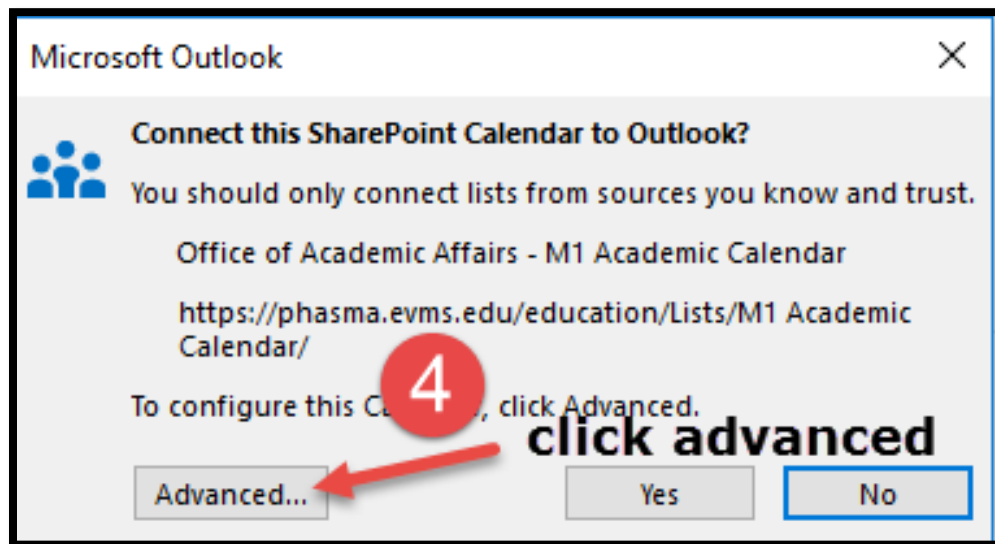
Step 2:

Click on “Calendar” Tab

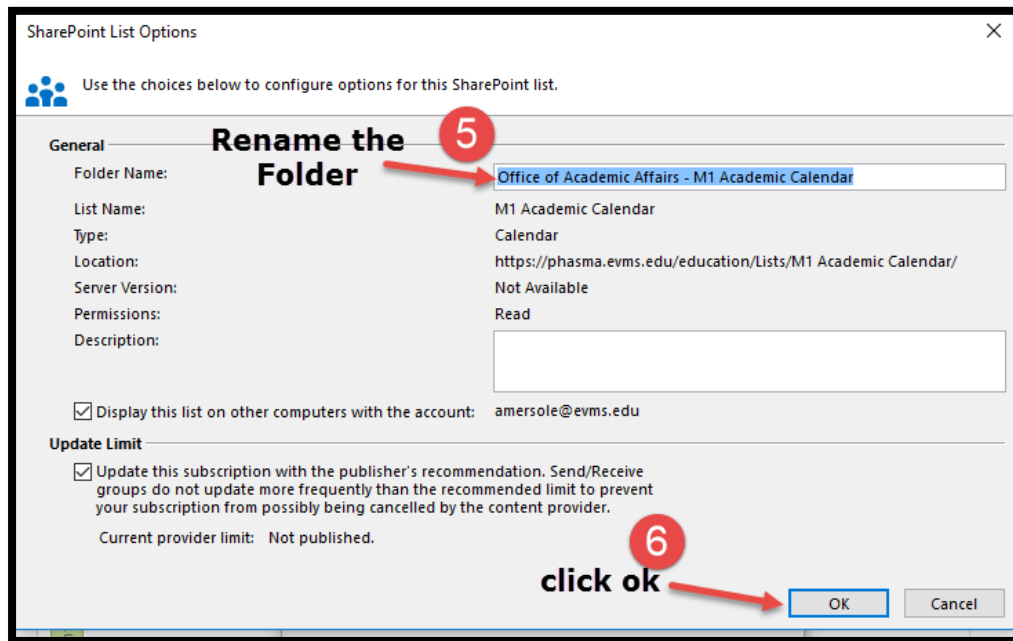
Click on “Connect to Outlook”



Step 3:

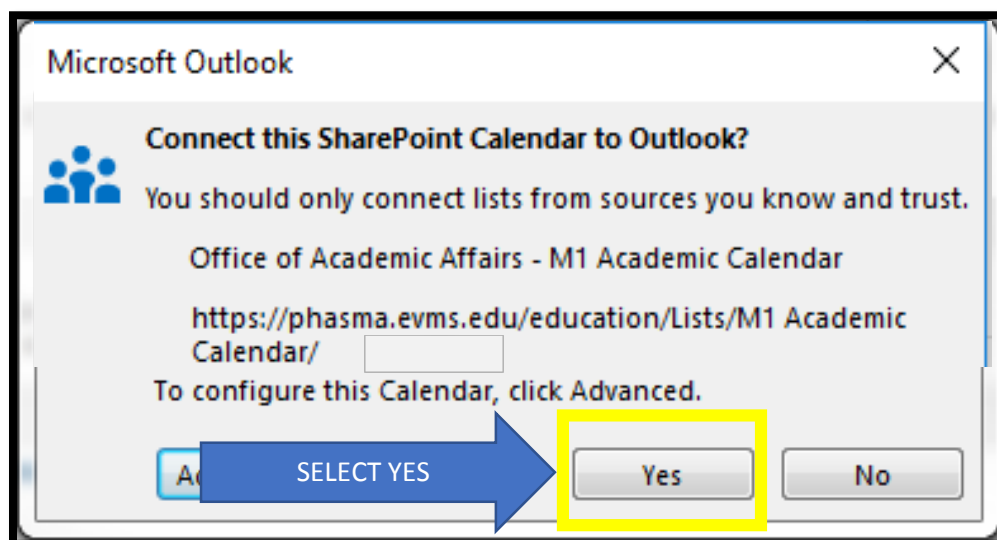


Step 4:



Please Note: Suggest Renaming to OAA – [Calendar Name], (IE. “OAA – M1 Academic Calendar”). The reason we are renaming the calendar is to shorten it for easy viewing on the calendar list within Outlook and distinguish between old and new.

Step 5:



Calendar will appear within your “Calendar” section on Outlook. Please utilize this in place of the old outlook calendar.

-----DONE-----

## Subscribing to Enhanced Academic Calendar using Apple Iphone/Ipad Device:

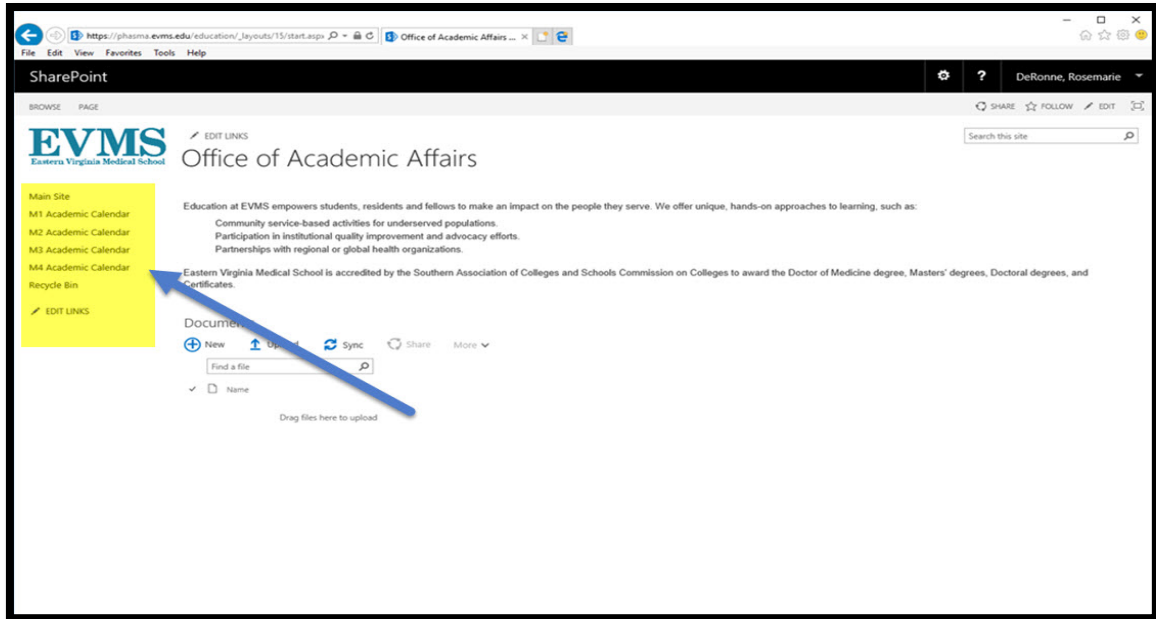
Step 1:

From your iPhone's/IPad's Safari browser Go To: <https://phasma.evms.edu>

**Note: Private Browsing must be turned off within Safari during the setup process.**

Log in using your EVMS Credentials

Select from the list of available academic calendars





Step 2:

The screenshot shows a SharePoint web page for an academic calendar. The top navigation bar includes 'BROWSE', 'SUBSCRIBE', 'EVENTS', and 'CALENDAR'. The 'SUBSCRIBE' tab is highlighted with a blue arrow. Below the navigation bar, there are links to subscribe via 'iCal - Apple', 'Google - Android', 'Save Copy', and 'Refresh'. A calendar view for May 2017 is displayed, showing various academic events. A green box with a black border contains the following text:

Click on the "Subscribe" tab shown above, to access the calendar from your mobile device.

After subscribing to a calendar on a mobile device, such as an iPhone or iPad the subscribed calendar is visible on your device's calendar app.

A subscribed calendar is then managed via your device, for example on an iPhone or iPad the calendar is managed through the Settings > Mail, Contacts, Calendars

## NOTE:

Same basic steps apply on a Mac, using "Calendar".

Start off going to <https://phasma.evms.edu>. Using your MAC Safari Browser. Follow Step 1 and Step 2. You will be presented with the "Calendar URL:" within the "Calendar" Application. Change the beginning of the Calendar URL presented from "webcal://" to "https://"

-----DONE-----

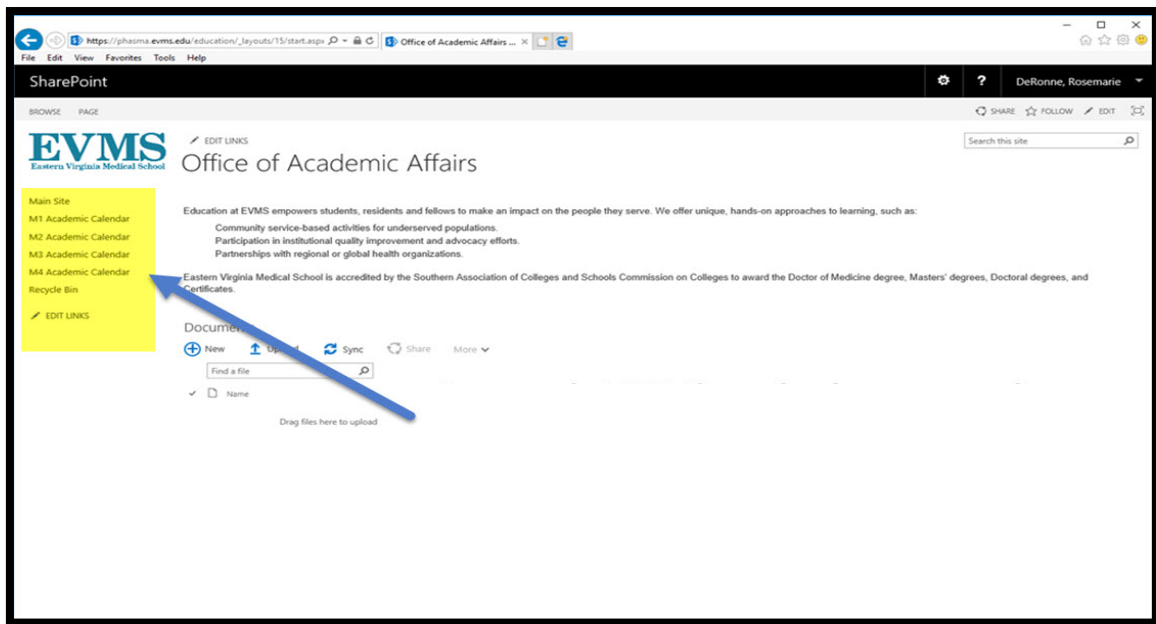
## Subscribing to Enhanced Academic Calendar using Android Device:

Step 1:

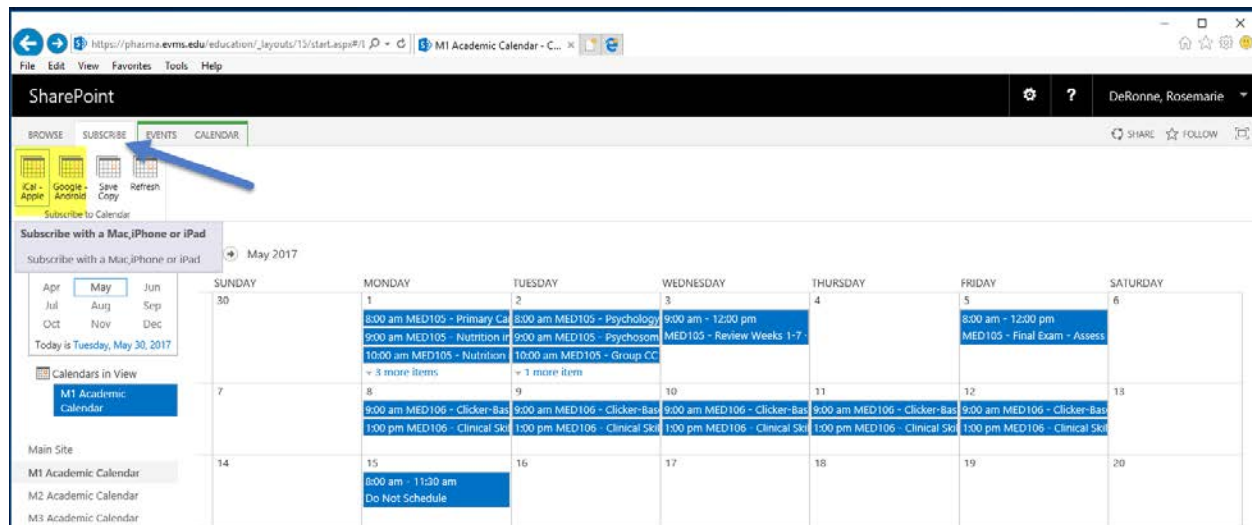
From your Home PC Go To: <https://phasma.evms.edu>

Log in using your EVMS Credentials

Select from the list of available academic calendars

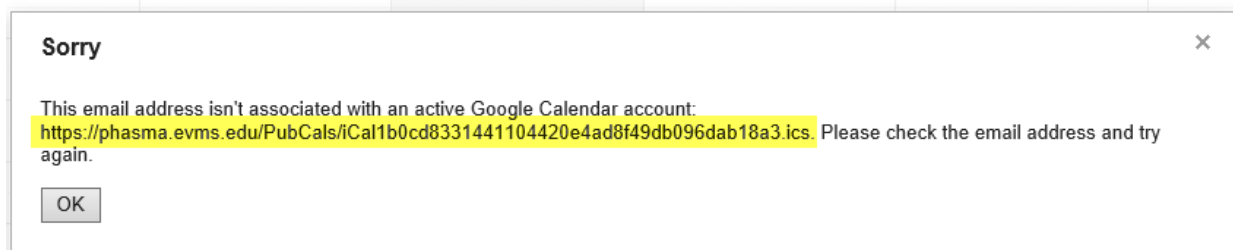


## Step 2



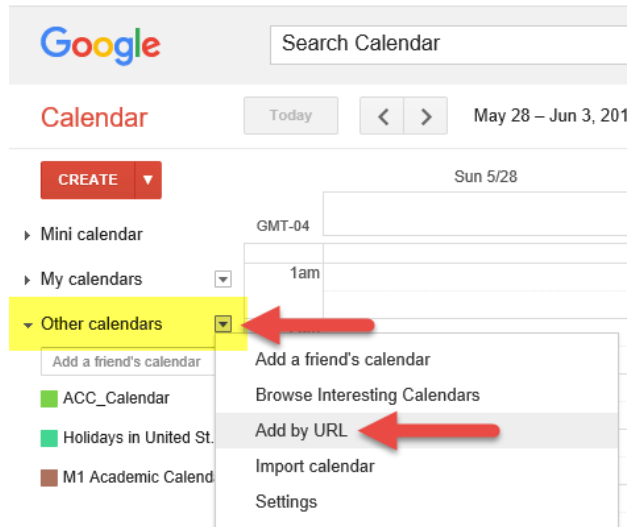
Once you have the desired calendar open, click on the "Subscribe" tab at the top of the page, then click on the "Google Android" option. You will receive the error message shown below.

## Step 4:

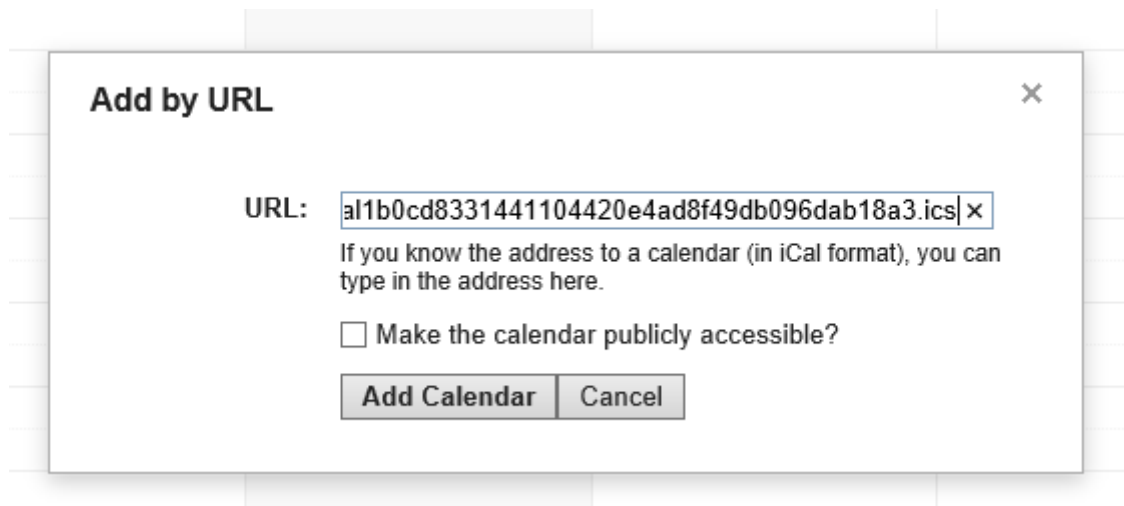


Using your mouse, highlight the url as shown above, right click and select copy. Next access your Google calendar and click the arrow located next to "Other Calendars" and select the "Add by URL" option shown below.

Step 5:



When the next dialog box opens, click in the URL box and then paste in the url you copied and click "Add Calendar".



The Sharepoint calendar will now be available to you on your Android device/s.

-----DONE-----