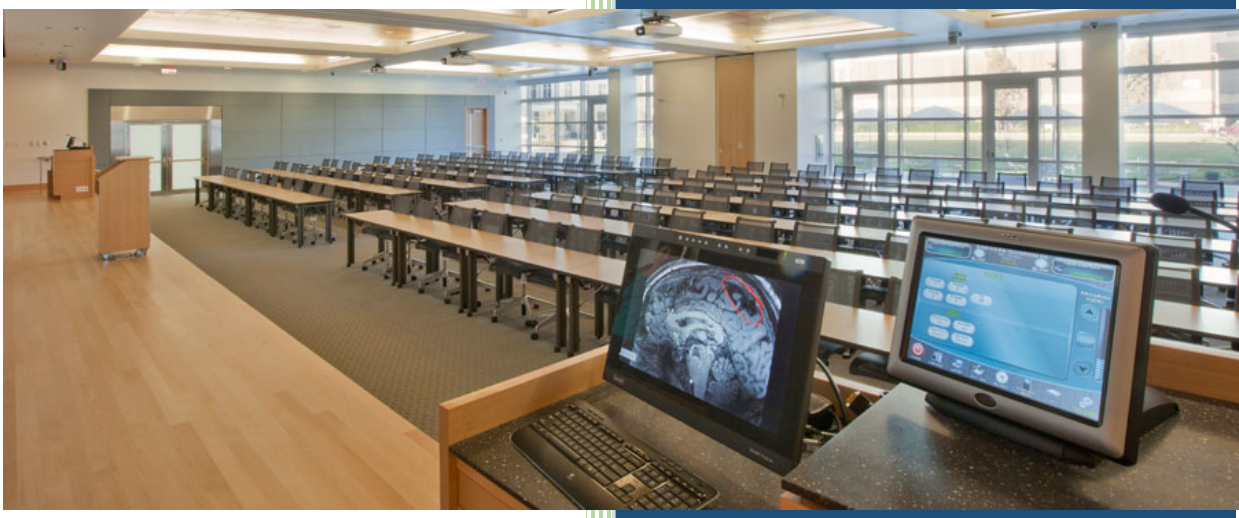
EVMS Academic Calendar



Faculty/Staff

Phil Copley
Technology Manager
Office of Academic Affairs

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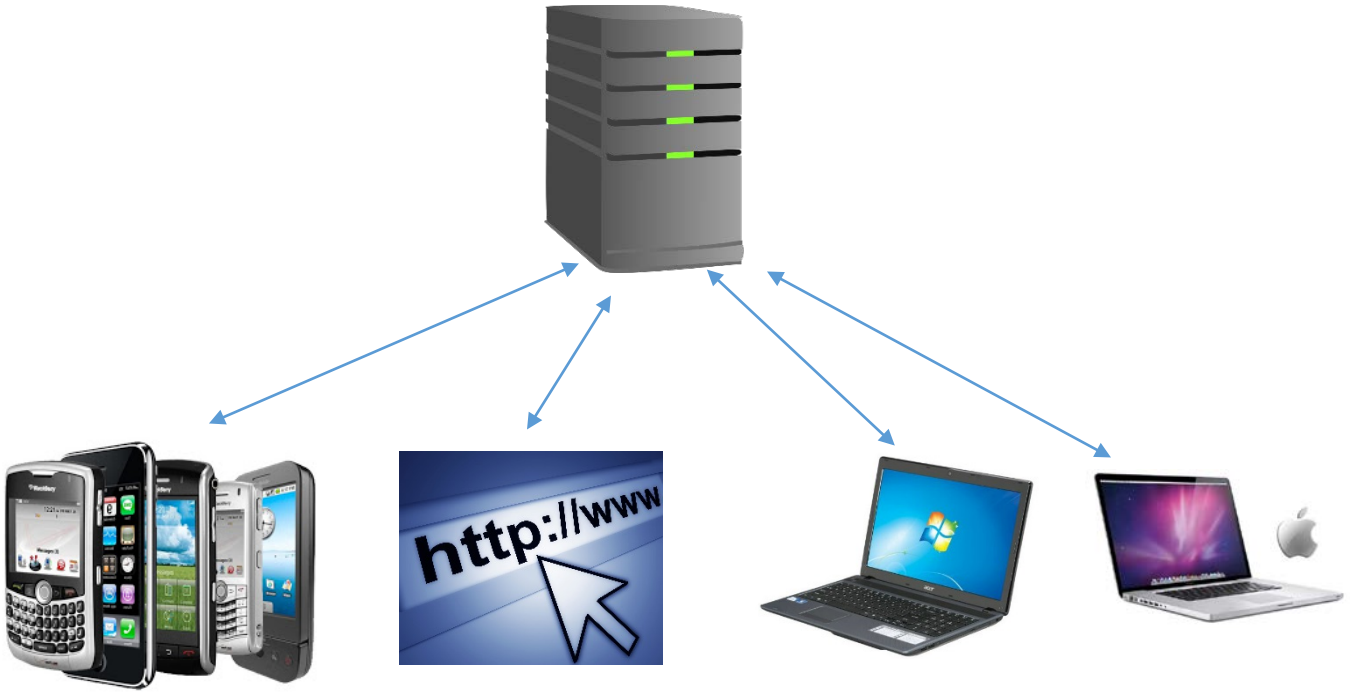
EVMS Enhanced Academic Calendar – Overview

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 Academic Calendar
https://phasma.evms.edu



Mobile Device

Web-Direct

From Outlook App

From Calendar App

EVMS Enhanced Academic Calendar – SharePoint Instructions

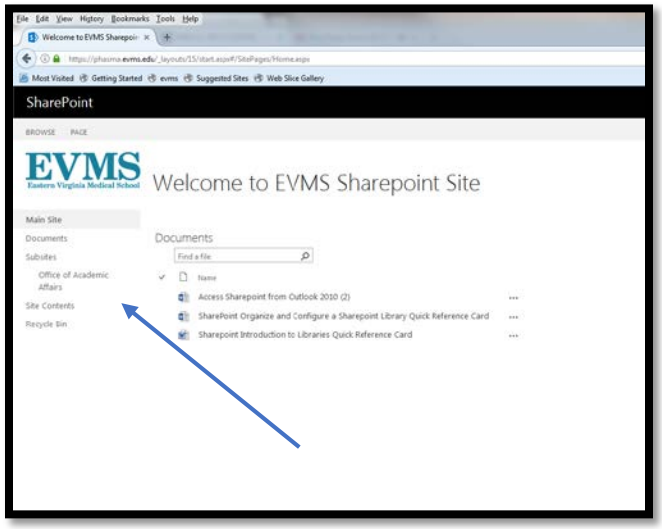
Connecting Outlook to The Enhanced Calendar:

Step 1:

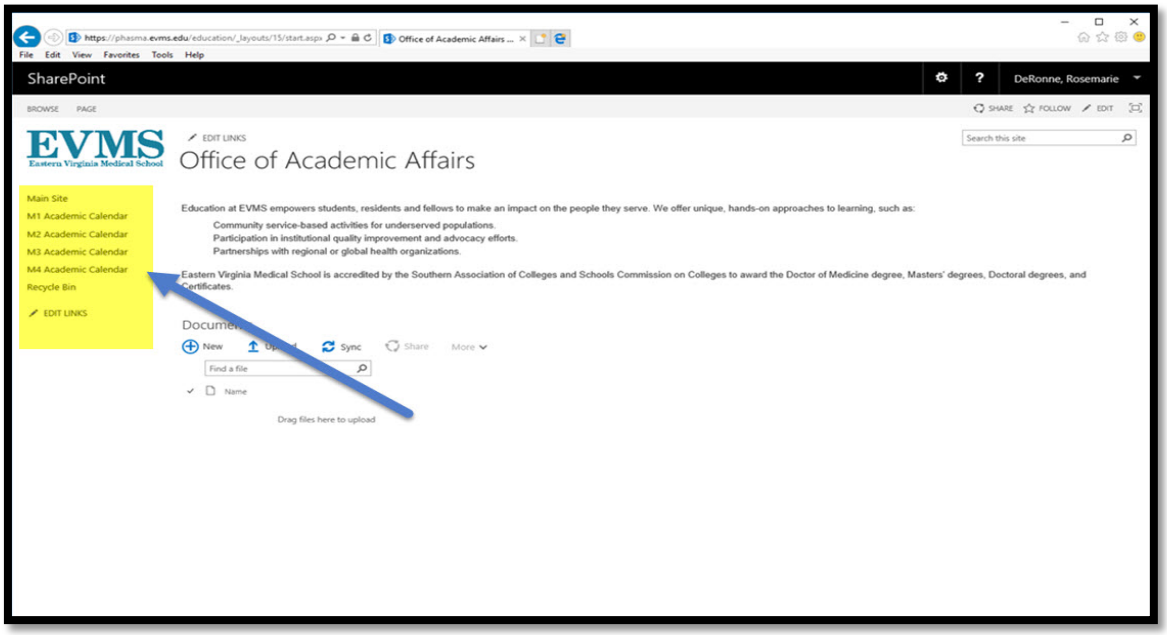
Go To: https://phasma.evms.edu

Log in using your EVMS Credentials

Select **Office of Academic Affairs**:



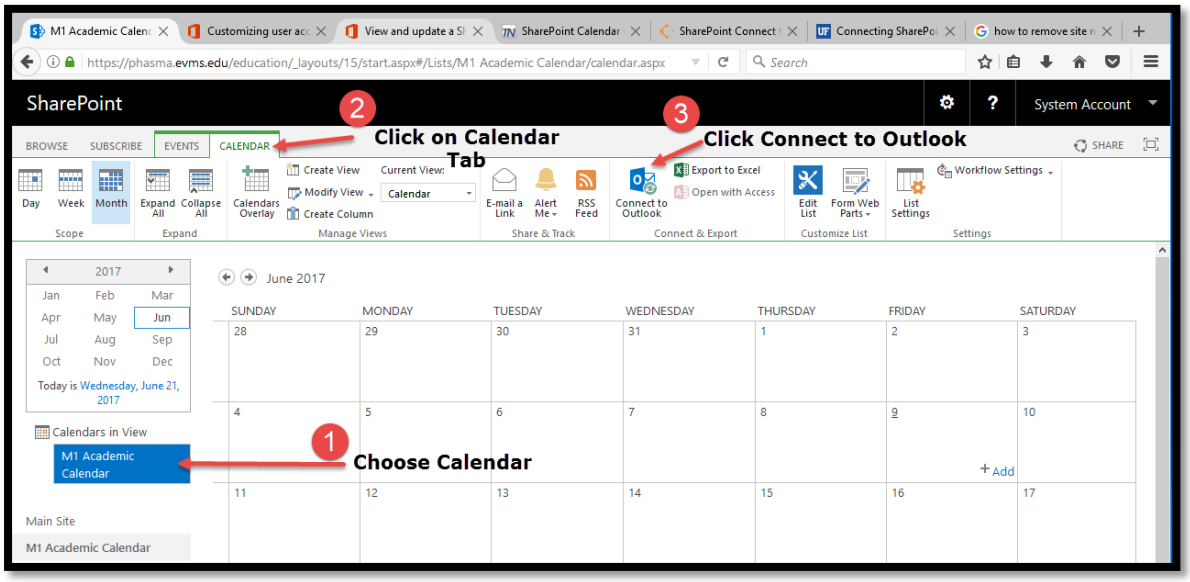
Select from the list of available academic calendars



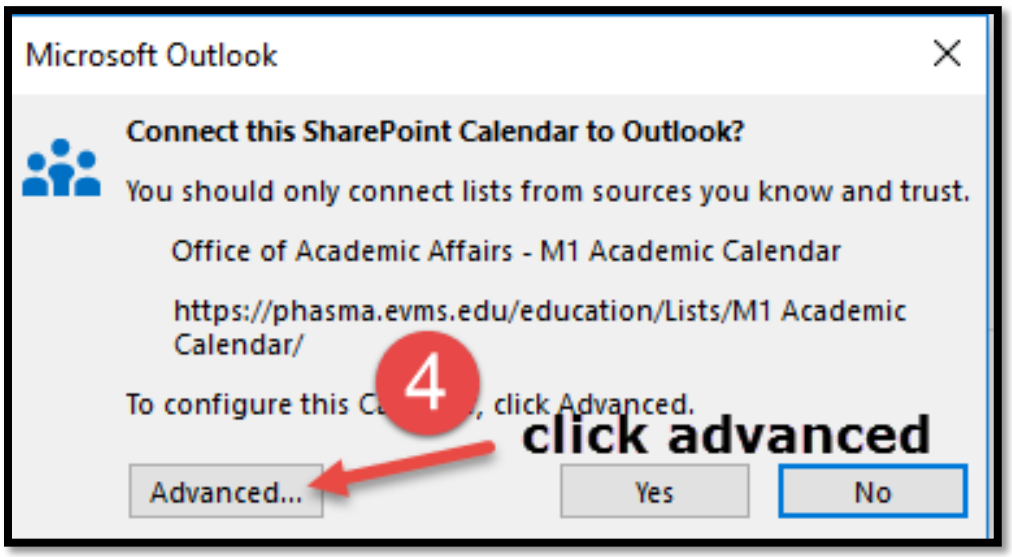
Step 2:

Click on “Calendar” Tab

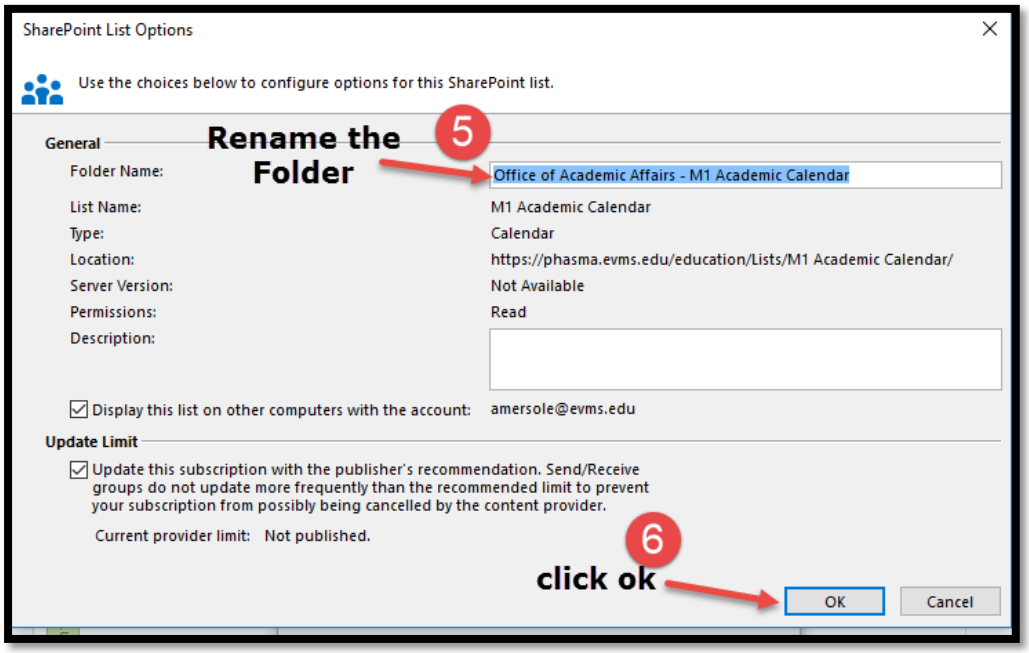
Click on “Connect to Outlook”



Step 3:

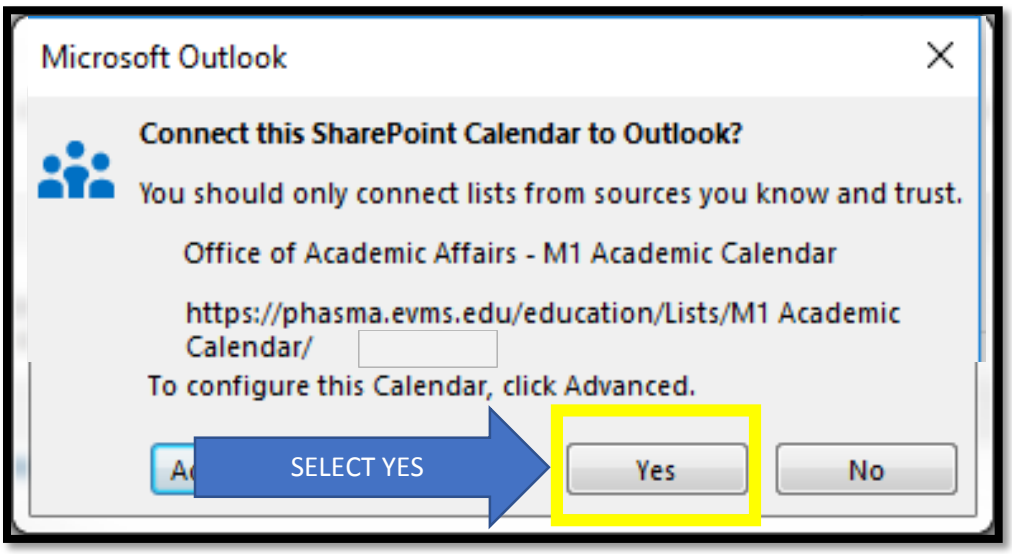


Step 4:



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:

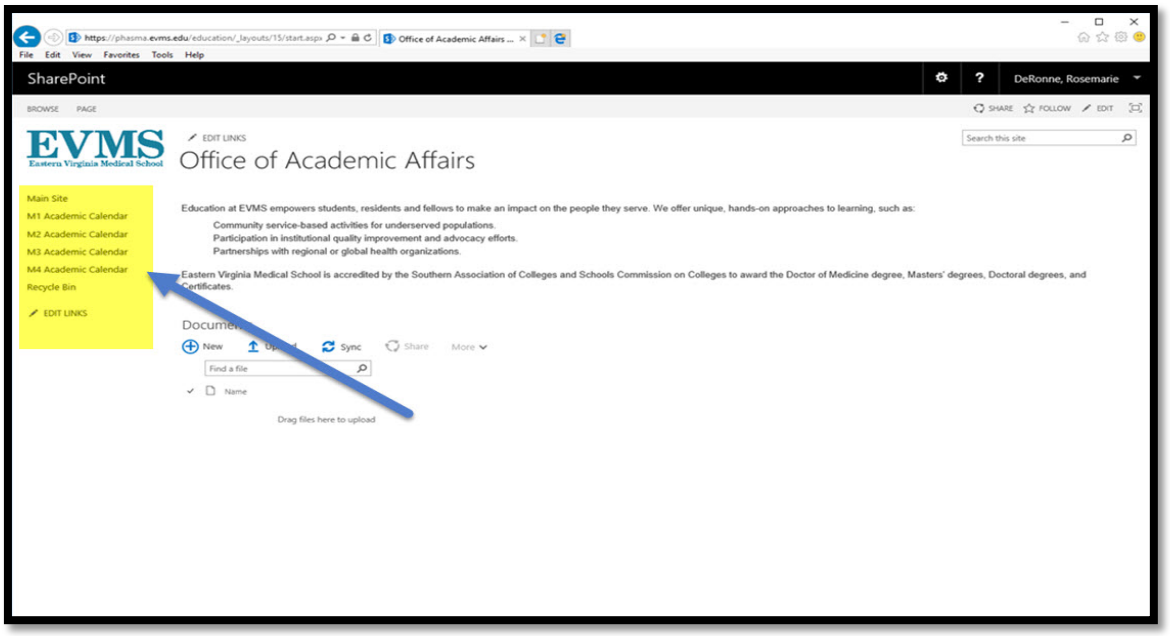
Step 1:

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

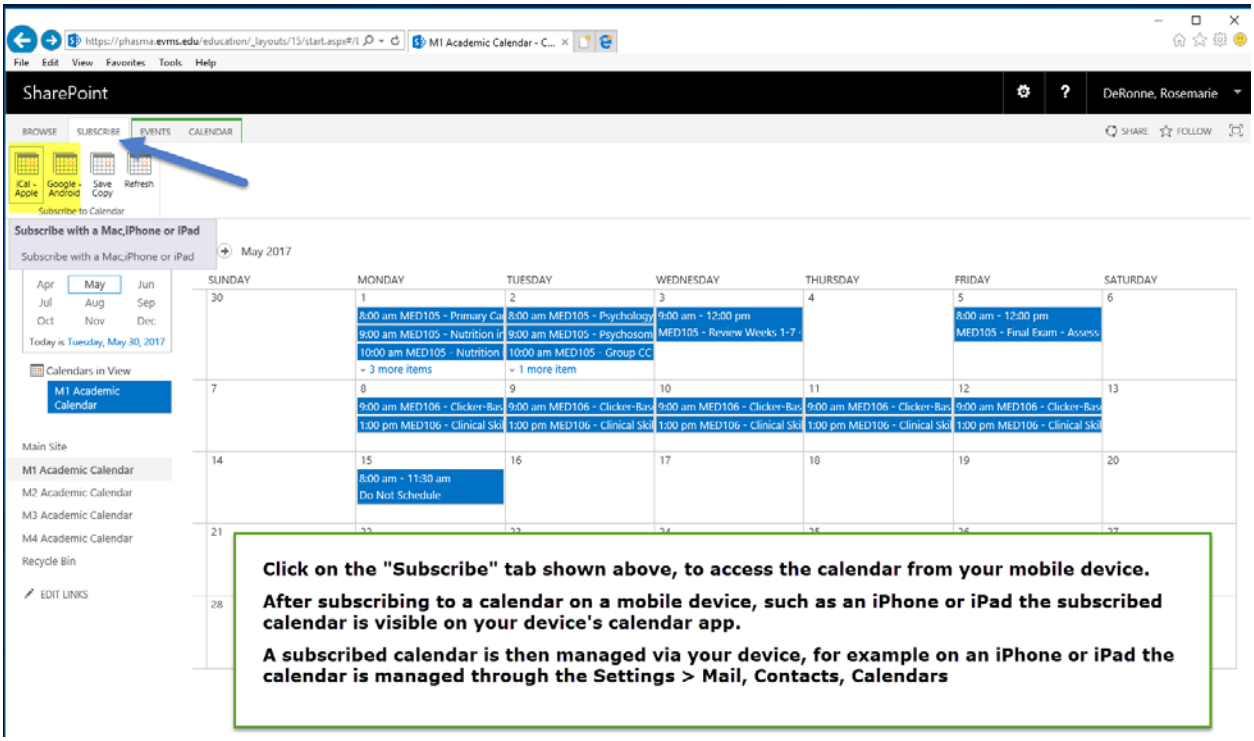
Note: Private Browsing must be turned off within Safari during the setup process.

Log in using your EVMS Credentials

Select from the list of available academic calendars



Step 2:



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 ----

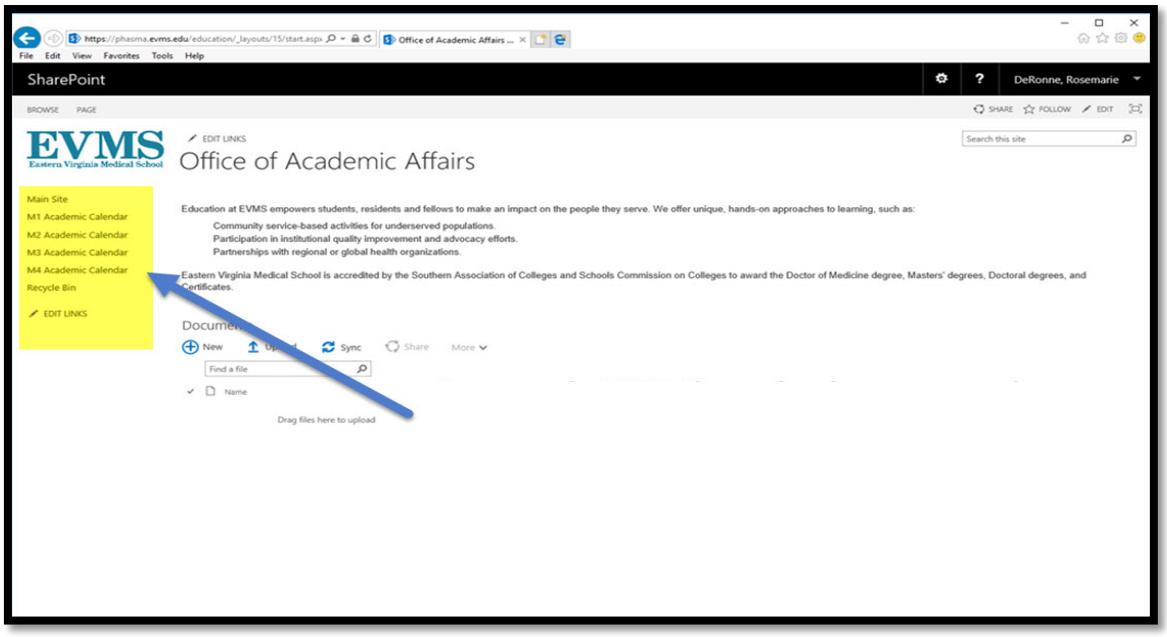
Subscribing to Enhanced Academic Calendar using Android Device:

Step 1:

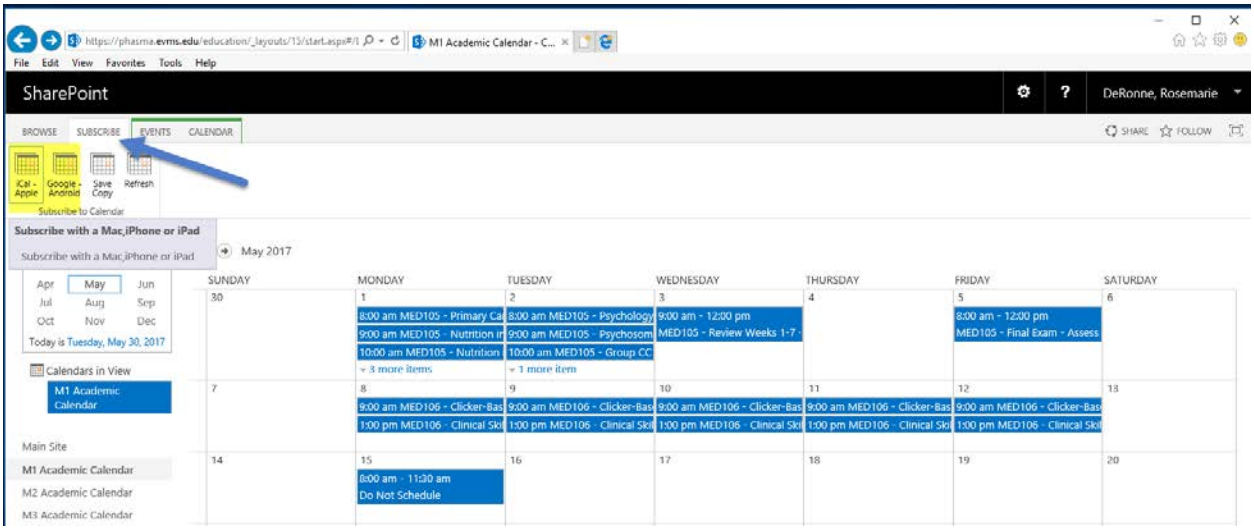
From your Home PC Go To: https://phasma.evms.edu

Log in using your EVMS Credentials

Select from the list of available academic calendars

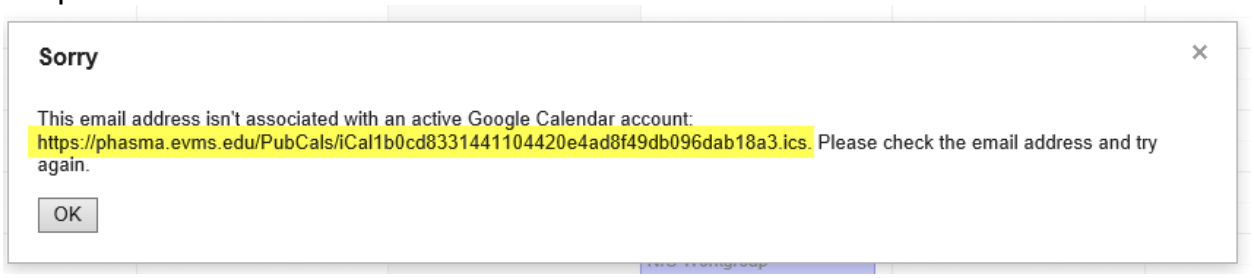


Step 2



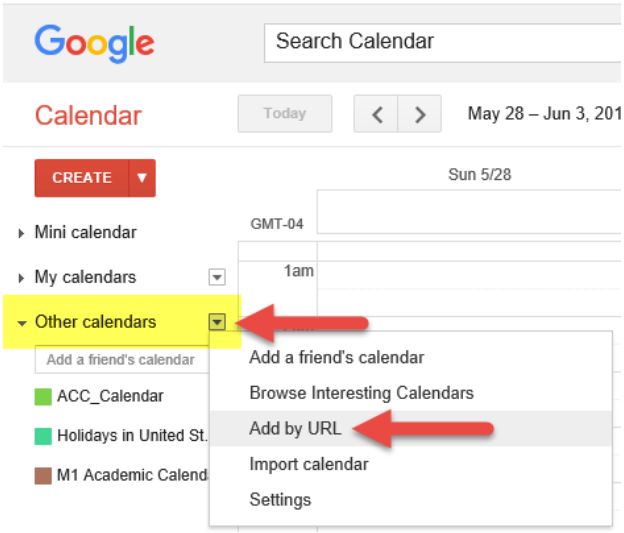
Once you have the desired calendar open, click on the "Subscribe" tab at the top of the page, then click on the "Google Android" option. You will receive the error message shown below.

Step 4:

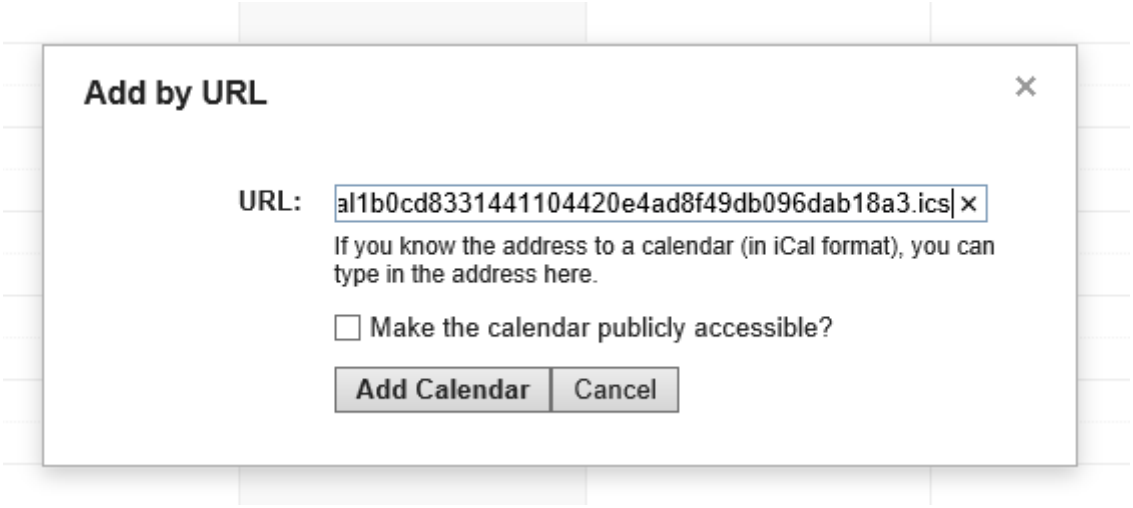


Using your mouse, highlight the url as shown above, right click and select copy. Next access your Google calendar and click the arrow located next to "Other Calendars" and select the "Add by URL" option shown below.

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 ----