

Adding Moodle Calendar into Outlook Calendar

(1) Login to Moodle and then click on your **Profile Picture**:



(2) Choose "View my calendar" in the Personal Menu:

Amy Kong Profile - Dashboard - Preferences - Grades - Log out							
M151-0-Pre-Calculus-37194 Progress: 5/102 5%	$\frac{1200 \text{ ctg } \alpha}{a} = \frac{605^2}{2} \frac{\alpha}{2} \frac{\alpha}{a} \frac{\alpha}{c} \frac{\alpha}{t} $	Erowe all co Erowe all co Accessible Online Materials Progress 0.7	urses 🖒 Deadlines You have no upcoming deadlines. Grading You have no submissions to grade.	View my calendar			

(3) Click "Export calendar":

Calenda	ar					
Detailed mont	h view for:	All courses	4	:		New event
◀ February	2019		March 2	2019		April 2019 🕨
Sun	Мо	on Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	-	Export	calendar Mar	age subscriptions		

(4) After choosing "Events to export" and "Time period", then "Get calendar URL":



(5) After getting the **calendar URL** from Moodle, go to your **Outlook Calendar**. On the top, choose "**Add Calendar**", then "**From Internet**":

File Home Send / Receive Fold	er View iCloud He	elp 🛛 🖓 Tell me what you w	vant to do	/			Scoming Soon	Off
New New New Meet S Appointment Meeting Items *	Chedule Reeting *	bday Next 7 Day W Days V	Work Week Month Schu Veek V	edule iew Calendar - Calendar -	쓙 New Group 앉 Browse Groups	Search People	efresh Notifications	
New Web	ex Skype Meeting	Go To 🕠	Arrange	From Address Book	ups	Find	iCloud	^
4 March 2019 → SU MO TU WE TH FR SA 4 → March 17 - 23, 2019 Helena, Montana - Rotage Az*F/20*F ★ Tomorrow P From Room List yr								
24 25 26 27 28 1 2	SUNDAY	MONDAY	TUESDAY	WEDN Create New Blank Ca	lendar	FRIDAY	SATURDAY	
10 11 12 13 14 15 16	17	18	19	20 Deen Shared Calend	ar	22	23	

(6) Copy and Paste the calendar URL into the box and then click "OK":



You just added your Moodle Calendar into your Outlook Calendar!