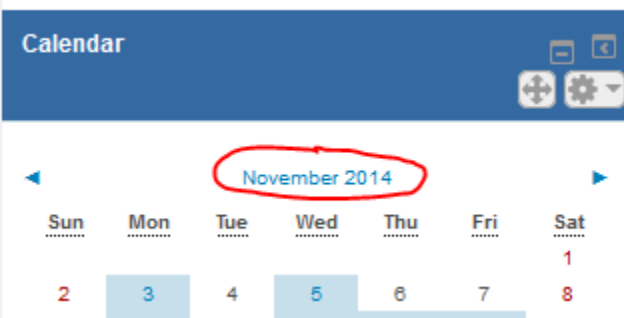


The following instructions can be used by those instructors and students that want to integrate their Moodle calendar into Outlook

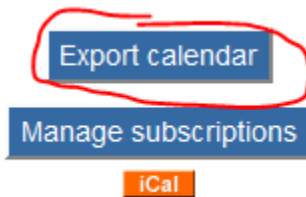
1. Click on the month's name in your course's calendar



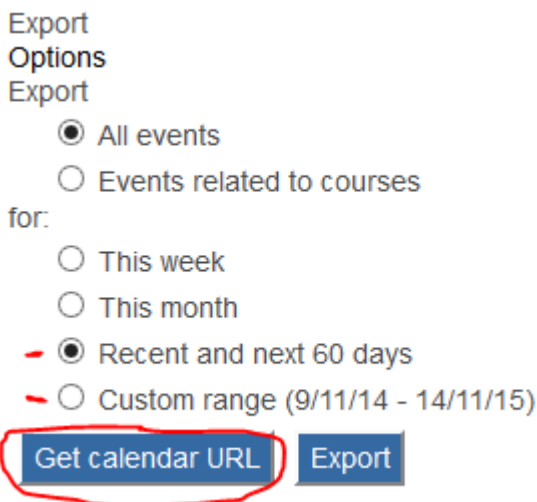
2. Make sure that "Detailed month view" shows the name of the course



3. Click on the "Export calendar" button



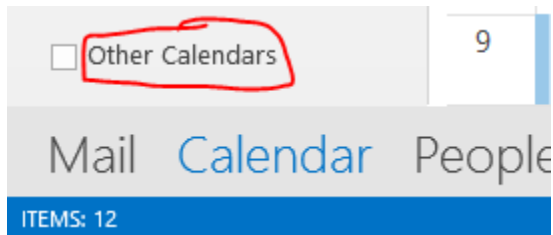
4. Select the Export options, usually "All events" and "Recent and next 60 days" or "Custom range" are good choices



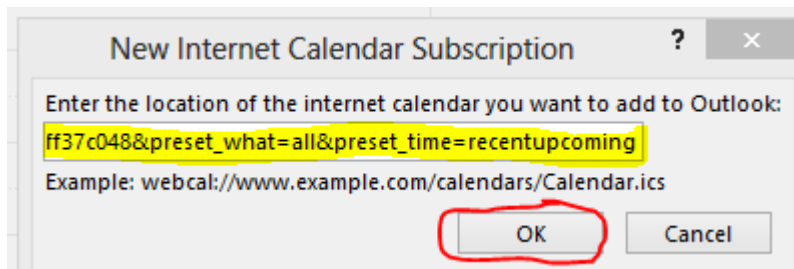
5. The URL link to your calendar will be displayed, highlight it, right-click on it and select "Copy"

Calendar URL: [https://learninghub.andrews.edu/calendar/export\\_execute.php?userid=4&authtoken=7415bad7b2bd548348976cde8cba77dbff37c048&preset\\_what=all&preset\\_time=recentupcoming](https://learninghub.andrews.edu/calendar/export_execute.php?userid=4&authtoken=7415bad7b2bd548348976cde8cba77dbff37c048&preset_what=all&preset_time=recentupcoming)

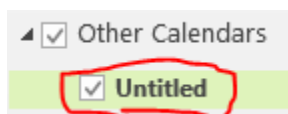
6. Open your Outlook Calendar, **right-click** on “Other Calendars”, select “Add Calendar”, then select “From Internet”



7. Paste the URL that you copied in step 5 (right-click and select “Paste”), click the “OK” button



8. A new calendar item will show up under “Other Calendars” with the name of “Untitled”. Right click on “Untitled” and select “Rename Calendar”, give it a name related to the course that it is linked to (e.g. ART 101)



Now that you have these two calendars synchronized, all items added or deleted in the course will be reflected in the new Outlook calendar depending on the refresh settings that Outlook is configured to. **If you want to manually synchronize calendars**, just click the “Send/receive All Folders” button in the “SEND / RECEIVE” tab.

