Sync Your Canvas Calendar to Outlook

All future events, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.

Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.

1. Open Calendar

In Global Navigation, click the Calendar link.
2. Locate Calendar Feed

Click the Calendar Feed link.

3. Copy Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://documentation.test.instructure.com(feeds/calendar

Click here to view the feed

Copy the calendar feed link.
4. Open Outlook Calendar

Open Outlook. In the sidebar, click the **Calendar** icon.

5. Open Other Calendars

Right-click the **Other Calendars** link.
6. Add Calendar from Internet

Hover your mouse over Add Calendar [1] and click From Internet... [2].

7. Paste Calendar Feed Link

Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the OK button [2].
8. Confirm Calendar Subscription

To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the Yes button [1]. To configure the calendar options, click the Advanced button [2].

9. View Subscribed Calendar

View your Outlook calendar with the events, assignments, and appointments from your Canvas calendar.

Notes:
- The calendar may take up to 24 hours to sync with Canvas.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.

For more information, please contact the IDS team.
View all of our Tuesday Tips on our SHP/IDS website!