

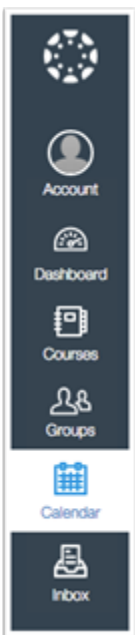
## Tuesday Tip

### Sync Your Canvas Calendar to Outlook

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

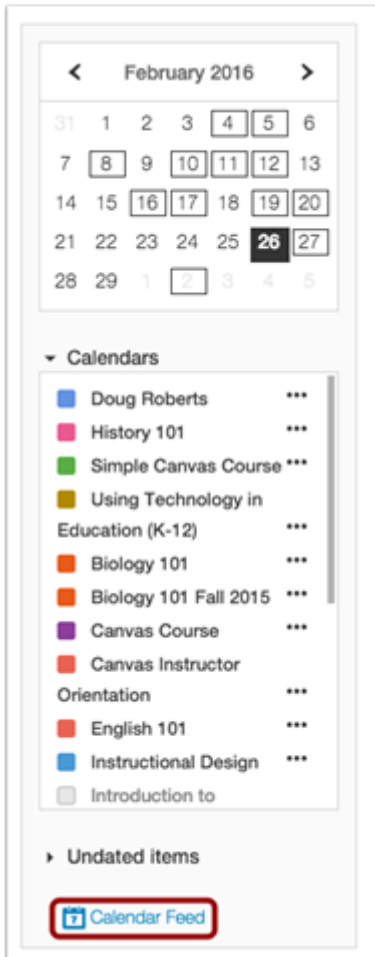
Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.

#### 1. Open Calendar



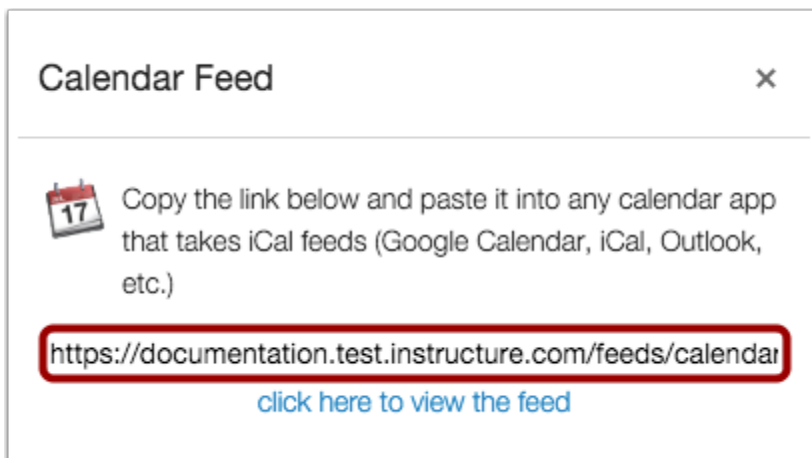
In Global Navigation, click the **Calendar** link.

## 2. Locate Calendar Feed



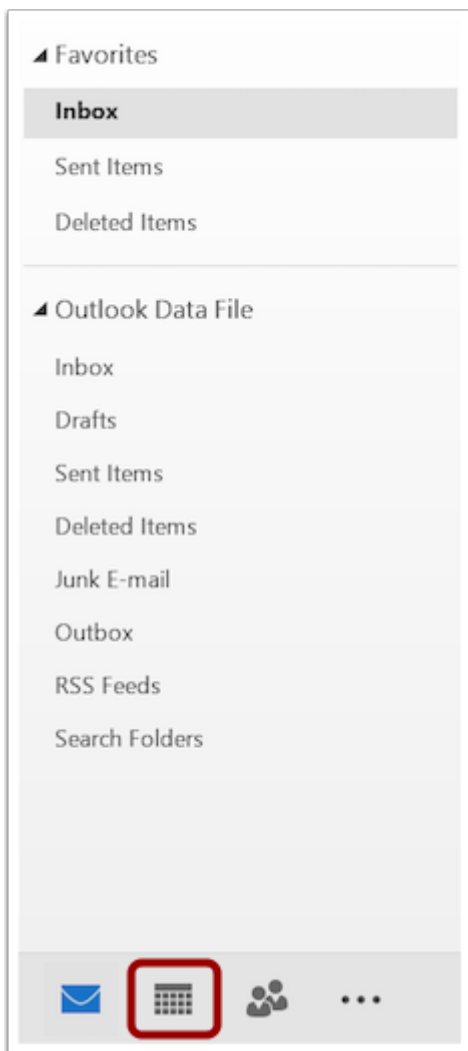
Click the **Calendar Feed** link.

## 3. Copy Calendar Feed



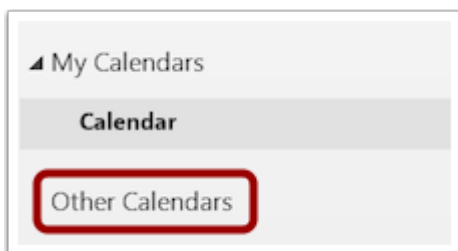
Copy the calendar feed link.

## 4. Open Outlook Calendar



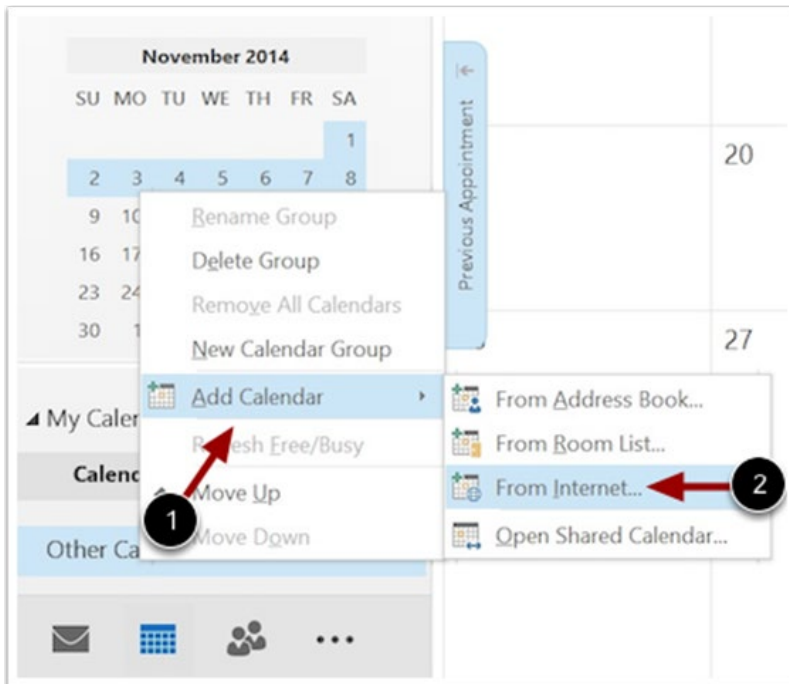
Open Outlook. In the sidebar, click the **Calendar** icon.

## 5. Open Other Calendars



Right-click the **Other Calendars** link.

## 6. Add Calendar from Internet



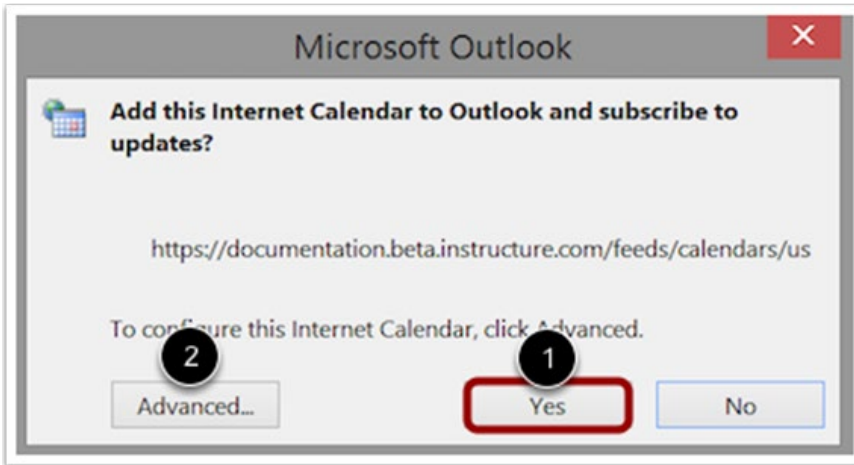
Hover your mouse over **Add Calendar** [1] and click **From Internet...** [2].

## 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

The screenshot shows a calendar view in Outlook. The calendar is organized by days of the week from Sunday to Saturday. Events are listed for various dates, including assignments, quizzes, and discussions. The date "16" is highlighted in blue, indicating the current day.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29	30 10:00am Taxonomy Assignment 1 (BIO-101)	Oct 1 9:50pm Genetics Quiz 1 (BIO-101)	2 10:00am Taxonomy Assignment 2 (BIO-101)	3 12:00am Discussion [Simple]	4
5	6 9:50pm Unit 3 Assignment (HST-101) 9:50pm Unit 3 Assignme...	7	8	9 9:50pm Unit 3 Discussion (HST-101) 9:50pm Unit 3 Discussio...	10	11
12	13	14	15 2:00pm Group Discussion (BIO-101)	16	17 9:50pm Discussion [Simple]	18
19	20 9:50pm Genetics Quiz 2 (Section 1) (BIO-101) 9:50pm Mid Semester Su...	21 12:00am Genetics Quiz 2 (Section 3) (BIO-101)	22 12:00am Genetics Quiz 2... 9:50pm Peer Assignment... 9:50pm Peer Assignment...	23	24 12:00am Review LSC 9:00am Presentation prep: Faculty Office	25
26	27 2:00pm Bio Conference (BIO-101) Online 3:00pm Midterm Review ...	28 8:00am Presentations (BIO-101) Life Sciences... 3:00pm Midterm Review ...	29 9:00pm Midterm (101 201)	30 9:00pm Midterm (Section A for Assessment) (101 201)	31	Nov 1

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!](#)

### UAB|SHP Instructional Design & Support

Learning Resource Center | The University of Alabama at Birmingham  
LRC 211 | 1714 9<sup>th</sup> Avenue South | Birmingham, AL 35294  
P: 205.996.1407 | [IDSHelp@uab.edu](mailto:IDSHelp@uab.edu)