



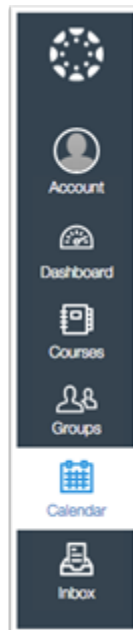
Tuesday Tip

How to Sync your Canvas Calendar to Outlook

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

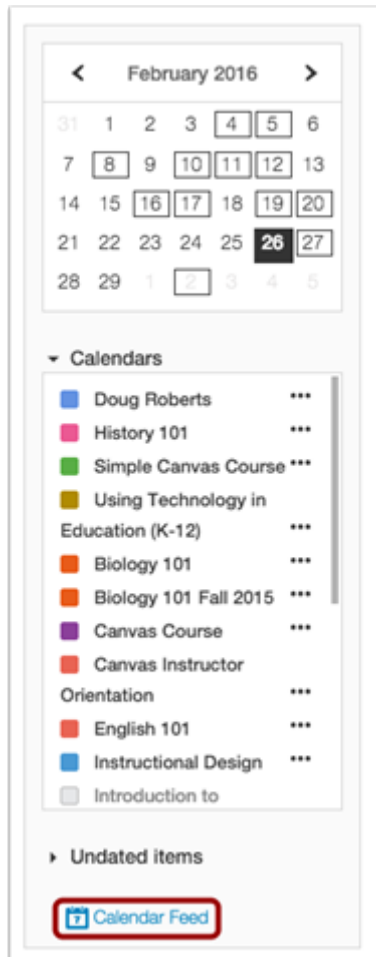
Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.

1. Open Calendar



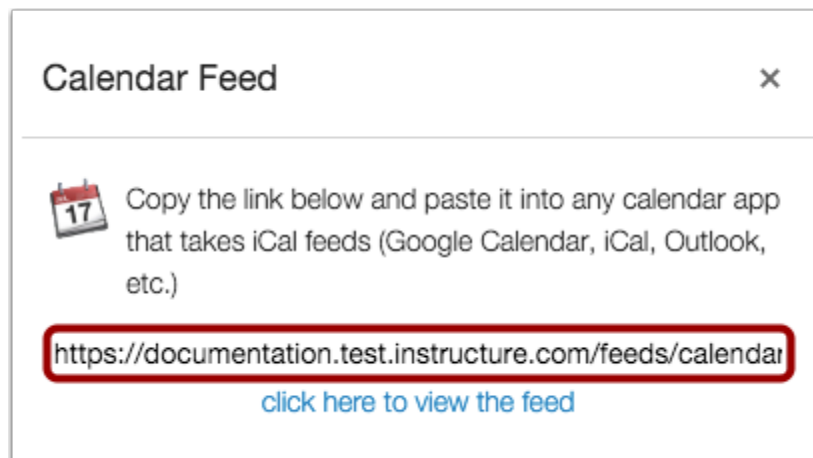
In Global Navigation, click the **Calendar** link.

2. Locate Calendar Feed



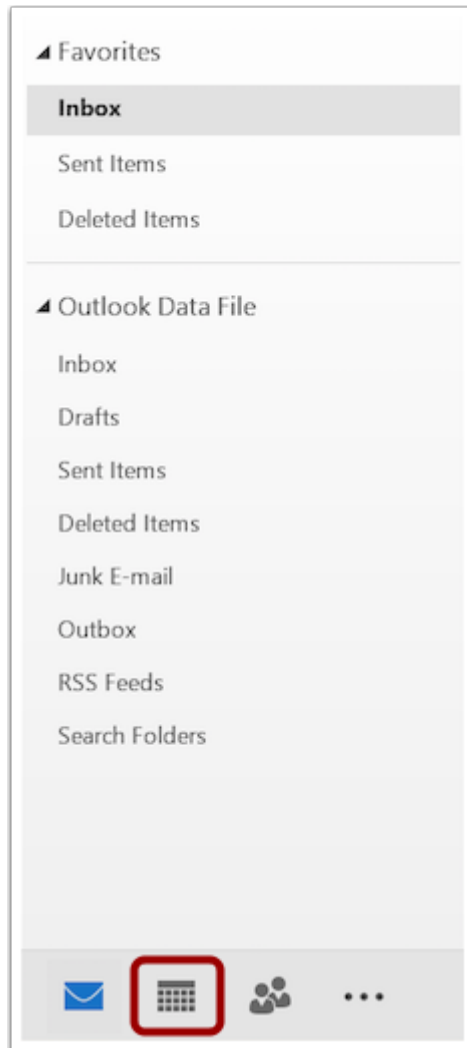
Click the **Calendar Feed** link.

3. Copy Calendar Feed



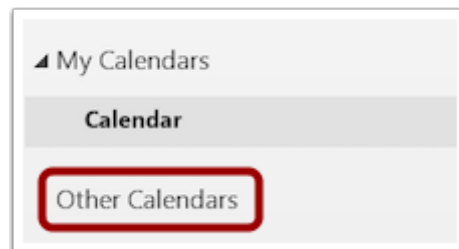
Copy the calendar feed link.

4. Open Outlook Calendar



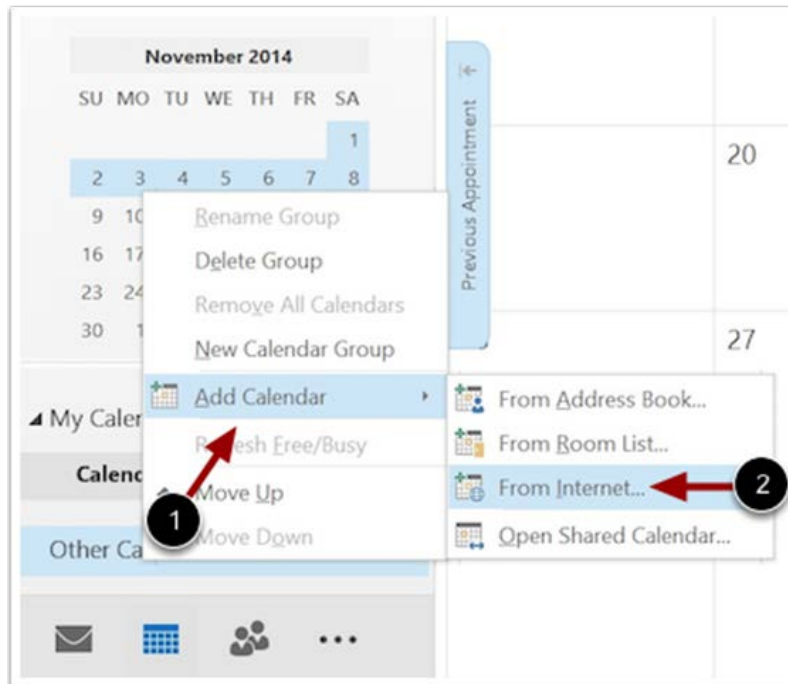
Open Outlook. In the sidebar, click the **Calendar** icon.

5. Open Other Calendars



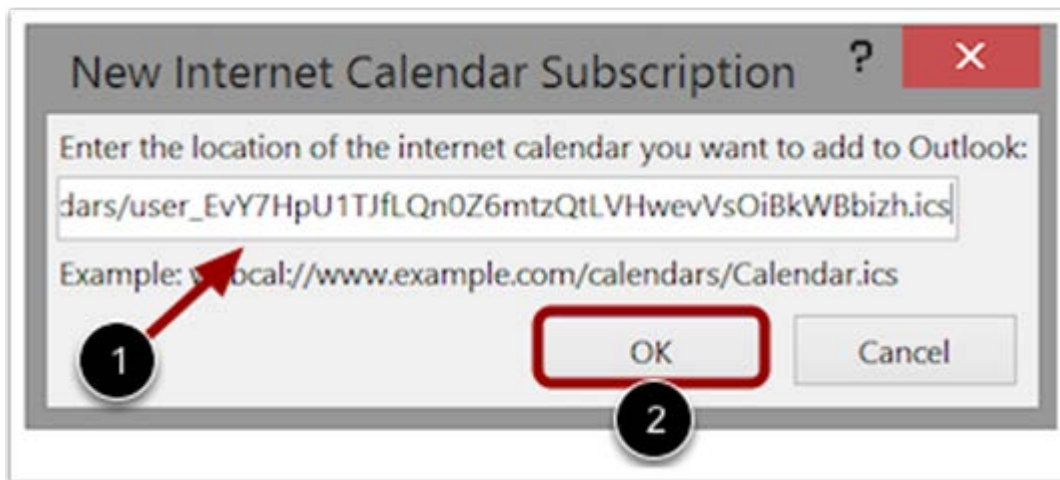
Right-click the **Other Calendars** link.

6. Add Calendar from Internet



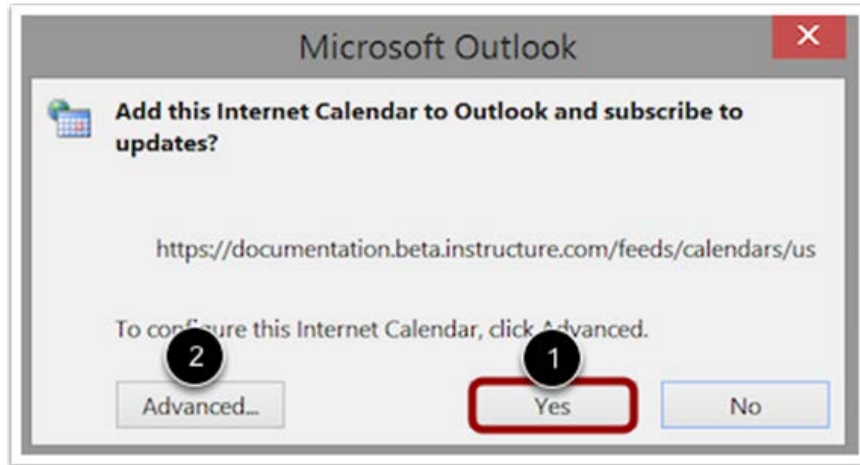
Hover your mouse over **Add Calendar** [1] and click **From Internet...** [2].

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 weekly calendar view in Outlook. The calendar displays events from September 28 to November 1. The events are color-coded in green and blue. The '16th' of October is highlighted in blue. The events include assignments, quizzes, discussions, and presentations.

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 2) (BIO-101)	22 12:00am Genetics Quiz 2... 9:50pm Peer Assignment...	23	24 12:00am Review: LSC 9:00am Presentation prep Faculty Office	25
26	27 2:00pm Ill Conference (BIO-101) Online 3:00pm Midterm Review...	28 8:00pm Presentations (BIO-101) Life Sciences ... 9:00pm Midterm Review...	29 9:00pm Midterm (EDT 201)	30 9:00pm Midterm (Section A for Awareness) (EDT 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.

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