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:

(3) Click “Export calendar”: 

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

![Get calendar URL](image1)

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

![Add Calendar from Internet](image2)

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

![Add Calendar URL](image3)

You just added your Moodle Calendar into your Outlook Calendar!