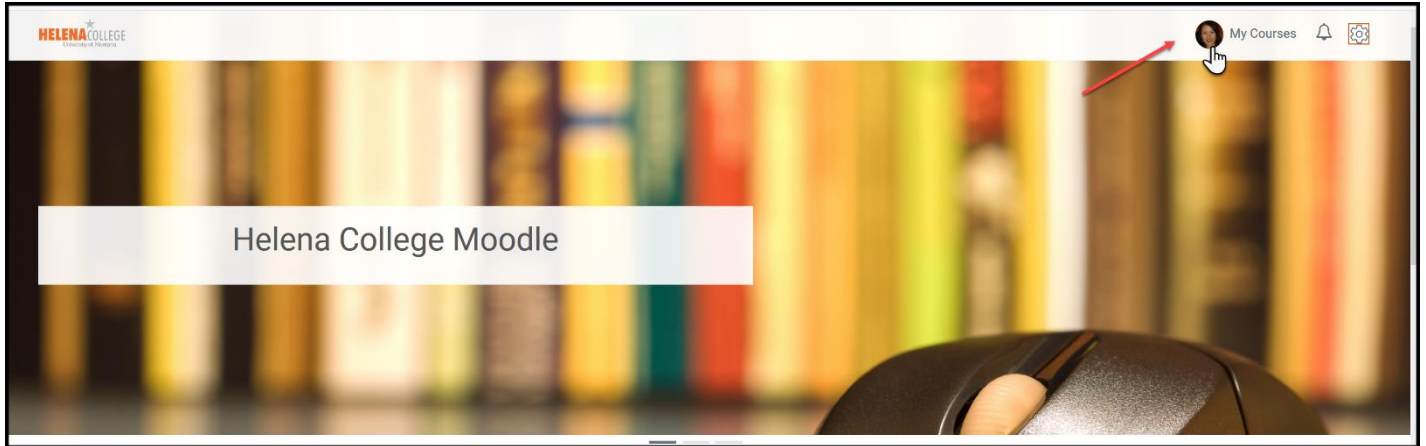
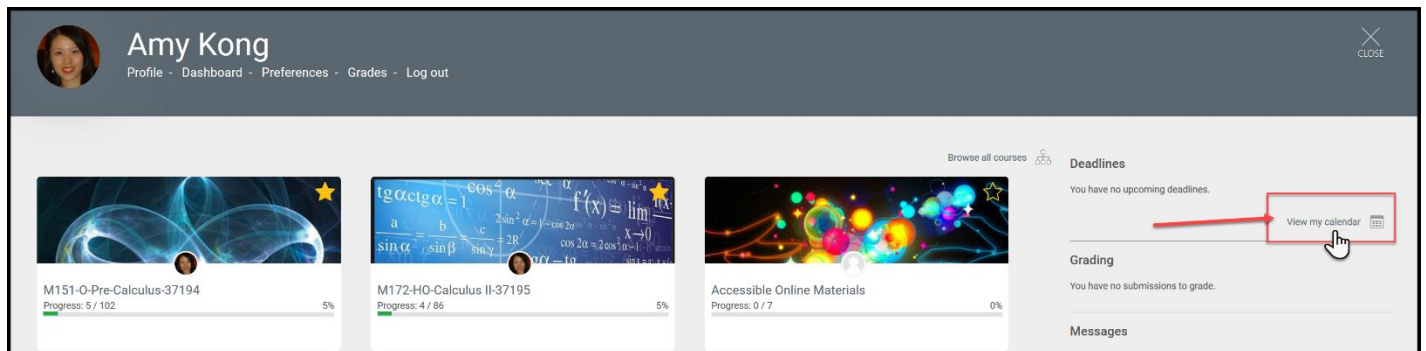


Adding Moodle Calendar into Outlook Calendar

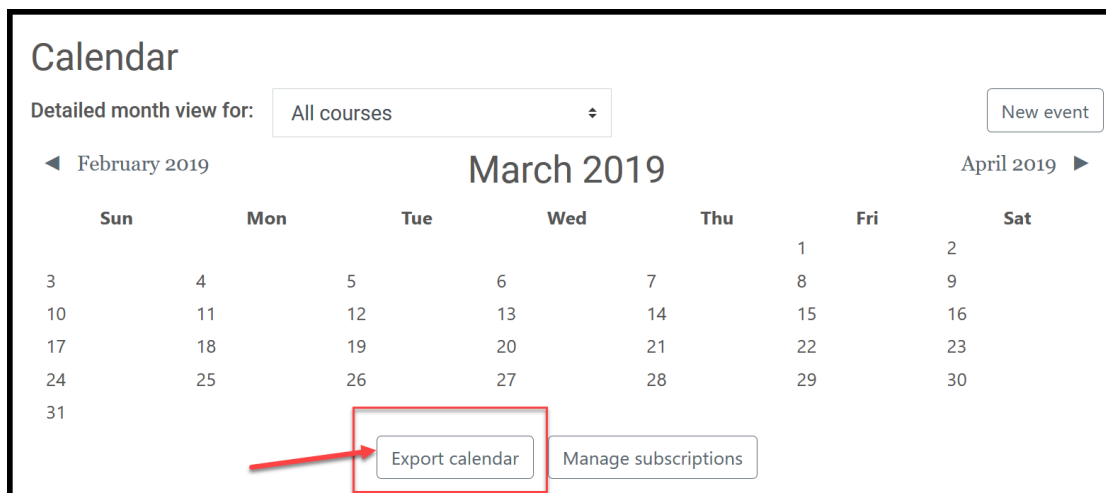
(1) Login to Moodle and then click on your **Profile Picture**:



(2) Choose **“View my calendar”** in the Personal Menu:



(3) Click **“Export calendar”**:



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

Export calendar

How do I subscribe to this calendar from a calendar application (Google/Outlook/Other)?

Events to export

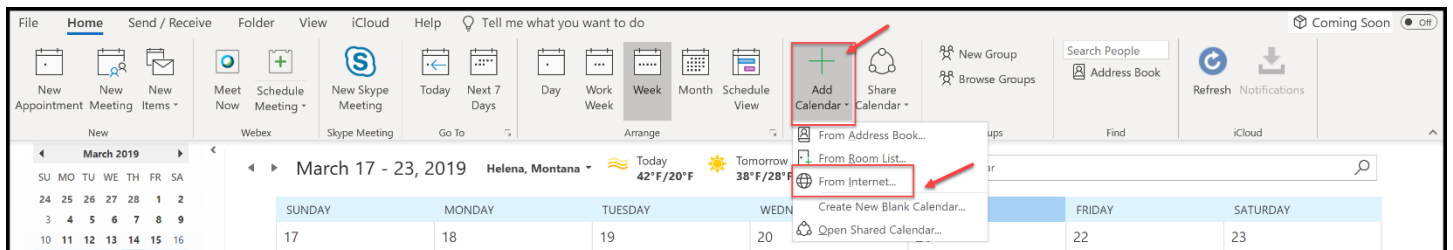
- All events
- Events related to courses
- Events related to groups
- My personal events

Time period

- This week
- This month
- Recent and next 60 days
- Custom range (03/16/19 - 03/20/20)

Calendar URL: https://helenacollege.mrooms.net/calendar/export_execute.php?userid=598&authtoken=

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



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

New Internet Calendar Subscription ? X

Enter the location of the internet calendar you want to add to Outlook:

Example: webcal://www.example.com/calendars/Calendar.ics

You just added your Moodle Calendar into your Outlook Calendar!