OVERVIEW

How to share your Blackboard calendar to your Office 365 Outlook Calendar (on the Web) or on the desktop application

DESIGNED FOR

Students, Faculty

CONTENT

To share your Blackboard calendar to your Office 365 Outlook Calendar on the Web,

1. Sign in to portal.office.com and click the **Outlook icon**
2. Click the **Calendar icon** on the left-hand side of the screen
3. Click **Add Calendar**. From this screen, you can add any calendars you'd like.
4. To add your Blackboard calendar(s), select **Subscribe from Web.**

Then,

5. Open a new tab or window in your preferred browser
6. Sign in to utsa.blackboard.com with your abc123 and UTSA passphrase
7. Select **Calendar**
8. Select the **Gear icon**
9. Select all the calendars you'd like to export. Blackboard will generate one link for all the calendars at once.
10. Click the **ellipses (…)** in the top right corner
11. Click **Share calendar**
12. Click **Copy** to copy the calendar link.

Finally,

13. **Paste** the link you just copied from Blackboard (right-click or CTRL + V)
14. **Enter** your preferred Calendar name and customization options (color, icon, etc)
15. **Decide** whether you'd like to add your Blackboard calendar(s) to "My Calendars" or "Other Calendars" in the dropdown menu.
16. Click **Import**

17. You're good to go!

To share your Blackboard calendar to your Office 365 Outlook desktop application,

1. **Follow** the above **steps 5-12**
2. Open **Outlook** on your desktop
3. Click the **Calendar icon**
4. Sign in to portal.office.com and click the **Outlook icon**
5. Click the **Open Calendar** icon on the top of the screen and select **From Internet**
6. **Paste** the calendar link you copied from Blackboard in the white box and press **OK**

REQUIREMENTS

Be an enrolled student or faculty member with active content in Blackboard

LEARN MORE

To find out more about Office 365 Outlook options at UTSA, visit https://utsa.edu/office365.

For more Blackboard tutorials, visit https://help.blackboard.com/Learn/Student.