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](https://utsa.edu/office365).

For more Blackboard tutorials, visit [https://help.blackboard.com/Learn/Student](https://help.blackboard.com/Learn/Student).