

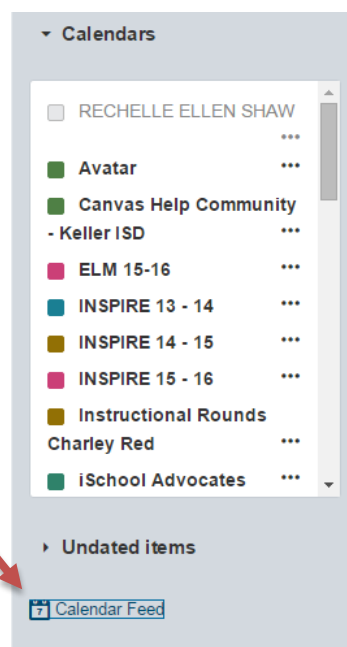
Adding a Canvas Calendar to Outlook

How to add your Canvas Calendar to your Outlook Calendar:

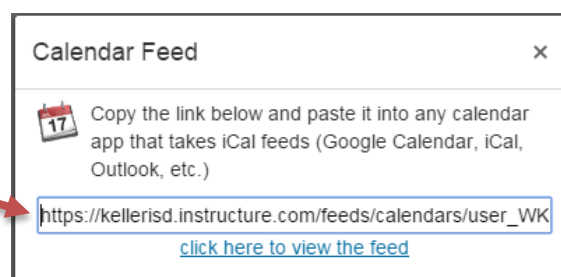
1. Log in to your Canvas Account.
2. In the top menu, click the **Calendar** icon.



3. On the right side of the calendar page, look for the **Calendar Feed** link.



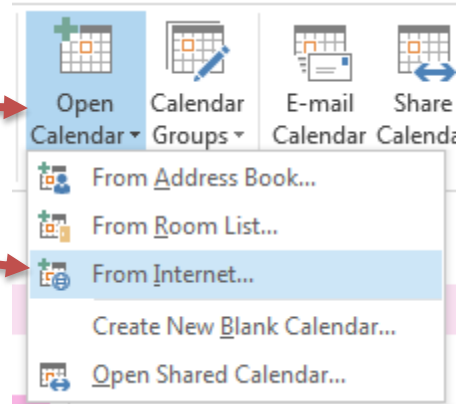
4. A box will pop up with a link. Copy the link in the box.



5. You can close the **Calendar Feed** box.
6. Open your **Outlook Email**.
7. Look in the bottom left part of your screen for the **Calendar** link.

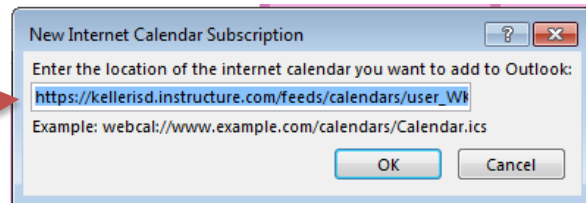


8. Click the **Calendar** link.
9. In the top menu, click the drop down arrow for **Open Calendar**.

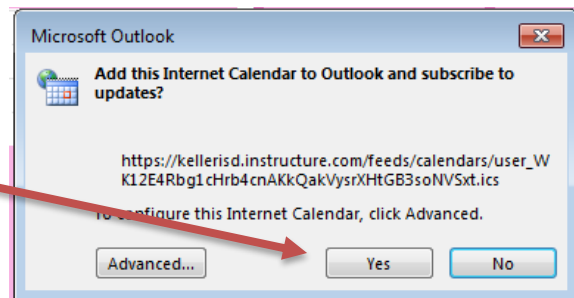


10. From the drop down menu, click **From Internet**.

11. When the pop up box opens, paste the URL you copied from Canvas into the box.
12. Click **OK**.



13. A box will pop up asking if you would like to subscribe to this calendar. Click Yes to add the calendar to your Outlook account.



14. You will now be able to view your Canvas calendar as an Outlook calendar.