Subscribing to a calendar with Outlook

Can I have a course's calendar appear in Outlook?

Yes. To see a D2L course calendar in Outlook, you will need to:

1. Enable calendar subscriptions.
2. Get the course calendar’s subscription URL (web address).
3. Supply that subscription URL to Outlook.

Enabling Calendar Subscriptions

These instructions assume you have already logged in to D2L.

1. In the navbar click Resource.
2. In the menu that opens, click Calendar.
3. In the bar near the top of the page, just below the navbar, click Settings.
4. In the Settings window that opens:
   a. Check the box for Enable Calendar Feeds.
   b. Click the Save button.

Getting a Calendar’s Subscription URL

These instructions assume you have already logged in to D2L.

1. In the navbar click Resource.
2. In the menu that opens, click Calendar.
3. In the bar near the top of the page, just below the navbar, click Subscribe.
4. In the Calendar Subscriptions window that opens:
   a. Click All Calendars and Tasks.
   b. In the drop-down list that appears, choose the course to which you wish to subscribe.
   c. Select the entire URL displayed in the middle of the window. Be careful to select the entire URL. It will be similar to:

   https://millersville.desire2learn.com/d2l/1e/calendar/feed/user/feed.ics?
   feedOU=12345&token=abcdefghijkmnopqrstuvwxyz

d. Copy the selected URL.

Adding the Calendar Subscription in Outlook

1. Log in to Office 365.
2. Click Outlook.
3. In the bottom left corner, click the calendar icon.
4. In the left bar, click Discover calendars.
5. In the Discover calendars window that opens:
   a. In the left column, click From web.
   b. In the Link to the calendar field, paste the calendar URL you copied above.
   c. In the Calendar name field, type a name for this calendar. The name of the course is a good choice.
   d. Click the Import button.
   e. In the upper right corner, click the X to close the window.

The calendar will be listed in the left bar, under Other calendars.

See also:

- Subscribing to a calendar with Apple Calendar
- Subscribing to a calendar with Google Calendar