Adding The Blackboard Calendar To The Outlook Calendar

Students and instructors can export the calendar to their external calendar application. These instructions show how to export the calendar to Outlook. Set up this way, the Blackboard and Outlook calendars synchronize every 4 hours.

1. Click on the **Global Navigation Menu** to open the **Global Navigation Panel**.

2. Open the **Blackboard Calendar**.

3. Scroll to the bottom of the calendar page and click the **Get External Calendar Link** button.
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4. A new window opens. Copy the URL provided.

![Generate iCal URL](https://uamstest.blackboard.com/webapps/calendar/calendarFeed/04f00c3b93c4ac8adca53aeaa381c57/learn.ics)

Read the warning message. Do not share this address with other users! This calendar includes your private calendar postings.

5. Go to your Outlook and open the Calendar.

6. Click the Open Calendar button and select the From Internet option.
7. In the new window, paste the URL provided by the Blackboard calendar and the **OK** button.

The Blackboard calendar displays in Outlook.

If the calendar tab is labeled **University of AR for Medical Sciences**, you can click on the title in your **Calendar** section in **Outlook** and change its name.