

0:00 Hi everyone my name is Karen and I will be showing you today how to transfer your canvas calendar to your outlook calendar.

0:13 The reason I decided to focus on this topic is because I think it is important to show you all how easy the process is.

0:25 From experience many students start manually inputting deadlines to their calendar and this is time consuming.

0:35 My goal is for each of you to be efficient. Plus in manually transferring deadlines, you run the risk of inputting wrong dates so lets avoid that by importing our canvas calendar to our outlook calendar.

0:55 This is how our canvas page looks and on the left hand side we have account, dashboard, courses, groups, calendar, and so much more.

1:12 For today let's click on the section for calendar, and we are directed to this blank calendar because we haven't selected the courses for Spring 2019.

1:29 For that we would need to go to our right side and scroll down and begin selecting the courses you are enrolled in for Spring 2019.

1:43 So I'm going to chose this one, this one, and this one, so this takes a couple of seconds but as you see all of the the deadlines have populated into this calendar.

2:01 The next step is to scroll down to this calendar feed section and this is where we are going to copy and paste the link. So it says copy the link below and paste it into any calendar app that takes iCal feeds (Google calendar, iCal, and Outlook).

2:31 For today we are focusing on outlook so we would select this link, copy and now we are going to go to our outlook calendar in Microsoft.

2:56 So here below I am going to type outlook calendar and it will show me my outlook calendar, I will go to file open and export, then we would go to import and export, we would click here.

3:33 And this is the most important section, and for this section, make sure we select import an ical calendar or V calendar file, we need to select this option.

3:53 Once the link has been pasted into that option, the canvas calendar will automatically populate into the outlook calendar and as you can see, on this top portion it says Karen Chacon's Calendar Canvas Outlook and we are currently looking at the month of February.

4:25 I hope you have found this screencast helpful and give it a try, it will definitely be a life saver, thank you.