

Moodle – Outlook Calendar Sync

Task 1: Add the block

Within your course, click on "Turn editing on" and on the bottom left in the "Add a block" option, choose within the dropdown "Microsoft".

Task 2: Office 365 (optional)

If the student is not using Office 365 to login to Moodle, ask them to migrate their account by clicking within the newly added block on the "Connect to Office 365" link.

- a. In the Office 365 Control Panel click on "Connect to Office 365".
- b. In the Office 365 connection settings click on "Start using Office 365 to log in to Moodle"
- c. The student must now identify himself on the Microsoft portal

Task 3: Calendar Sync

In the newly added block click on the "Outlook Calendar sync settings" link.

- a. Check the box "Enable Outlook Calendar Sync" and click the red button "Save Changes". This will refresh the page by listing all the courses a student is currently enrolled in.
- b. Check the box next to the course name and choose "Calendar" in the drop-down "Name of Outlook calendar to sync with", and for the "Sync Behavior" choose "From Moodle to Outlook".
- c. Click on the Save Changes red button.

Task 4: Problem ? (Optional)

- a. The block does not show on my course. → Check that the block Microsoft has been added.
- b. The block shows but no Outlook Calendar sync settings link visible. → Migrate the account to Office 365 task 2.
- c. The items do not show in Outlook. → Check that in task 3 the student selected "Calendar" in the drop-down "Name of Outlook calendar to sync with". If another group is selected, this group will display under the list of calendars on the left menu in Outlook.