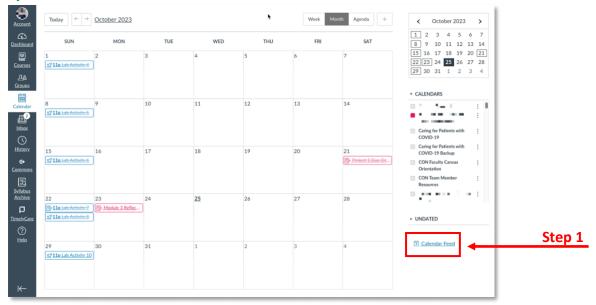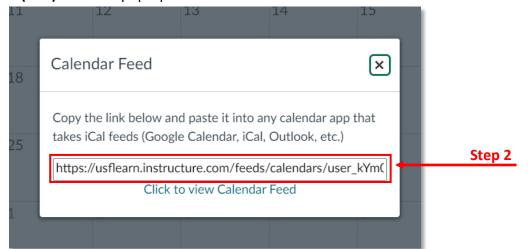# Sync Canvas Calendar with Outlook Calendar

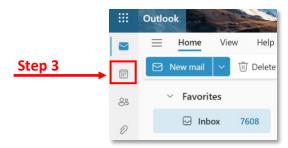1. Go to your Canvas **Calendar** and click on **Calendar Feed from the bottom right-hand side of your screen**.

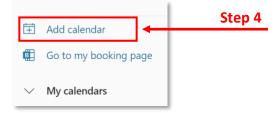

2. **Copy the link (URL)** from the pop-up on the screen.

3. Navigate to your **Outlook Calendar in Microsoft Outlook 365** using your my.usf.edu interface and access your USF email account.

4. Click on the **Add Calendar** button from the left-hand sidebar.

5. Select **Subscribe from the Web** from the left-hand side navigation menu. **Paste the URL** into the box to add the Canvas calendar.
6. After adding the calendar, you will need to name your calendar, select a color, and charm/icon for it. Then click **Import**. Now, events and assignments from your Canvas calendar will appear on your Outlook calendar.