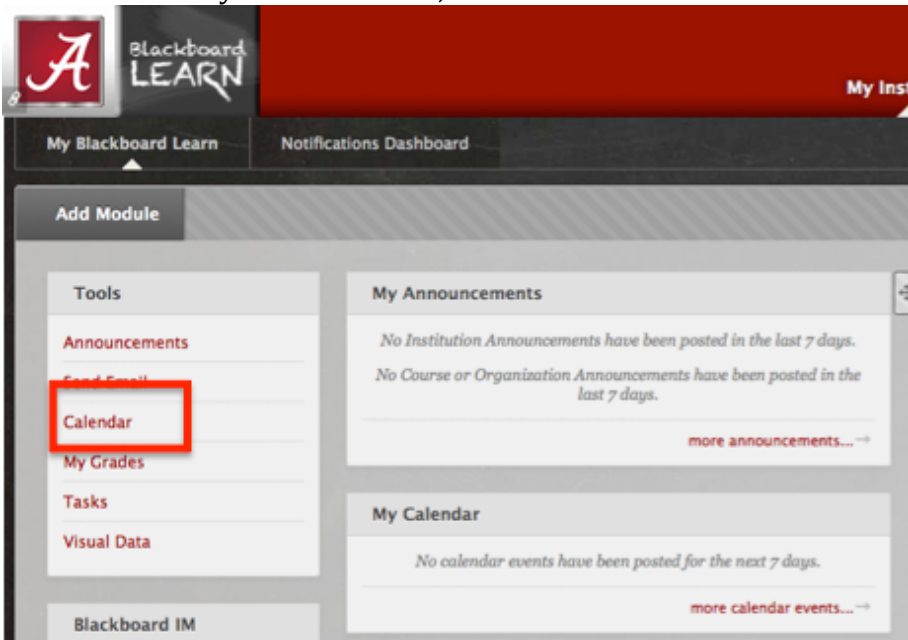
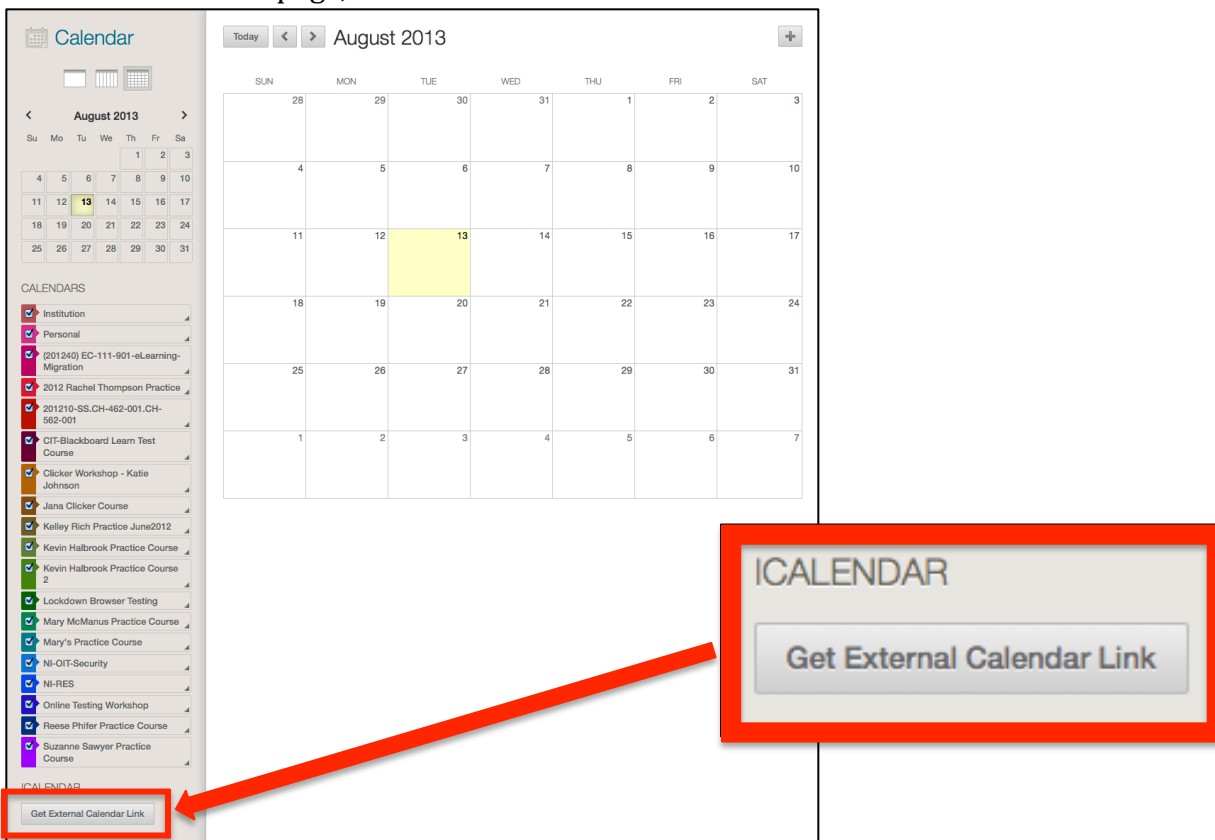


How to Add the Blackboard Learn Calendar in Outlook (for Mac)

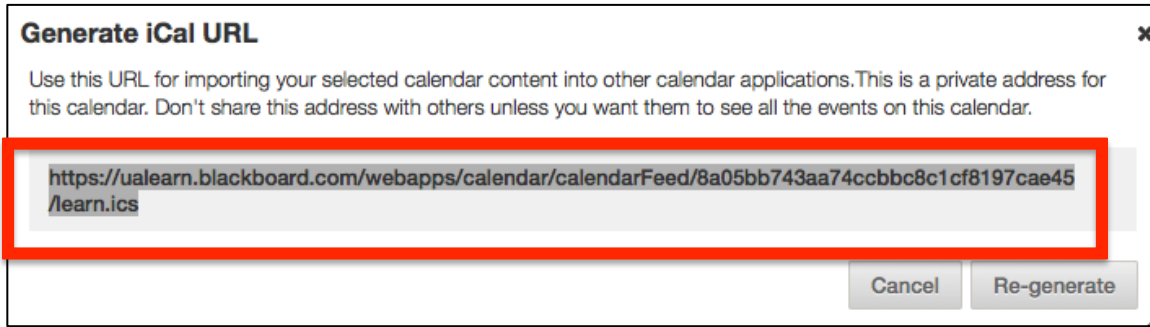
1. Login to Blackboard Learn through myBama or the direct URL—<https://ulearn.blackboard.com>
2. Under the My Institution tab, select Calendar from the Tools module on the left side of the screen.



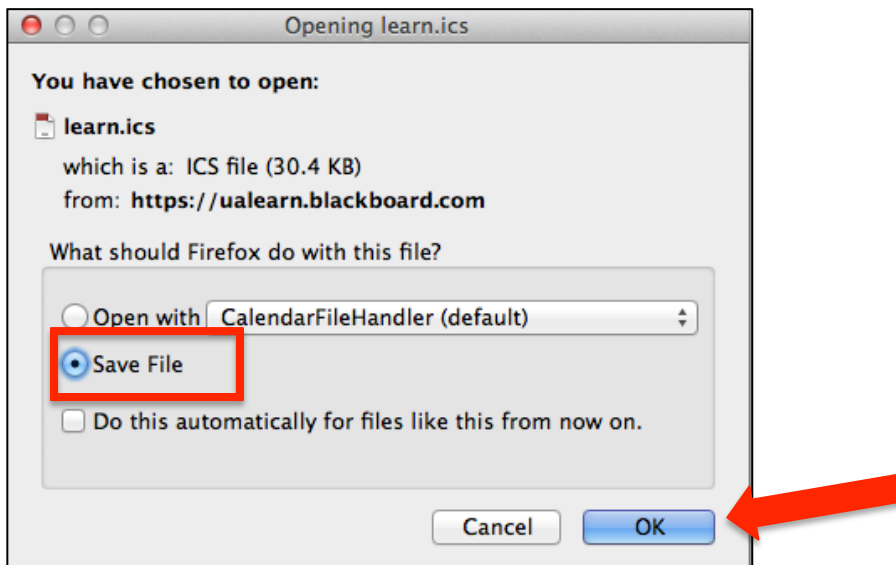
3. On the Calendar page, scroll down to the bottom and click the Get External Calendar Link button.



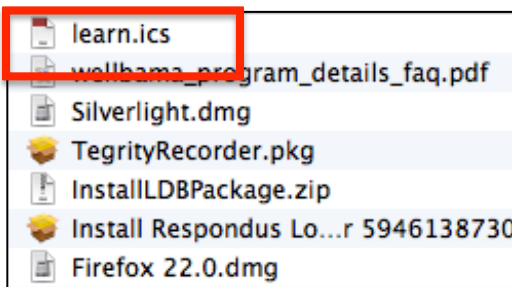
Now, there should be a pop-up titled Generate iCal URL. This is the URL that will be used to set up your calendar on your mobile device.



4. Copy/paste this link into a new browser window or tab. Then click Enter on your keyboard.
OR
Email this link to yourself. Then, click on the link from the email.
5. A pop-up will prompt you to open the .ics file. Select Save File instead of opening the file.



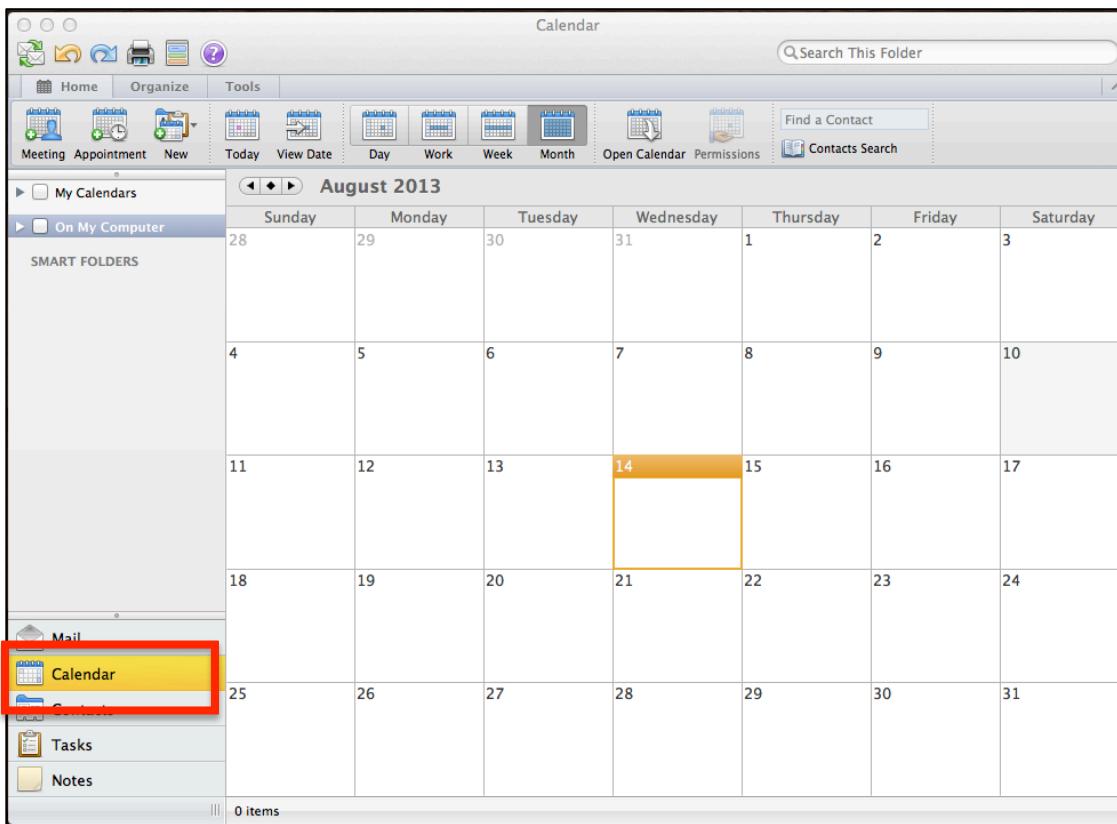
6. Click OK. The file will save into the Downloads folder.
7. Find the file that you saved and make sure it is an .ics file, otherwise it will not work in Outlook.



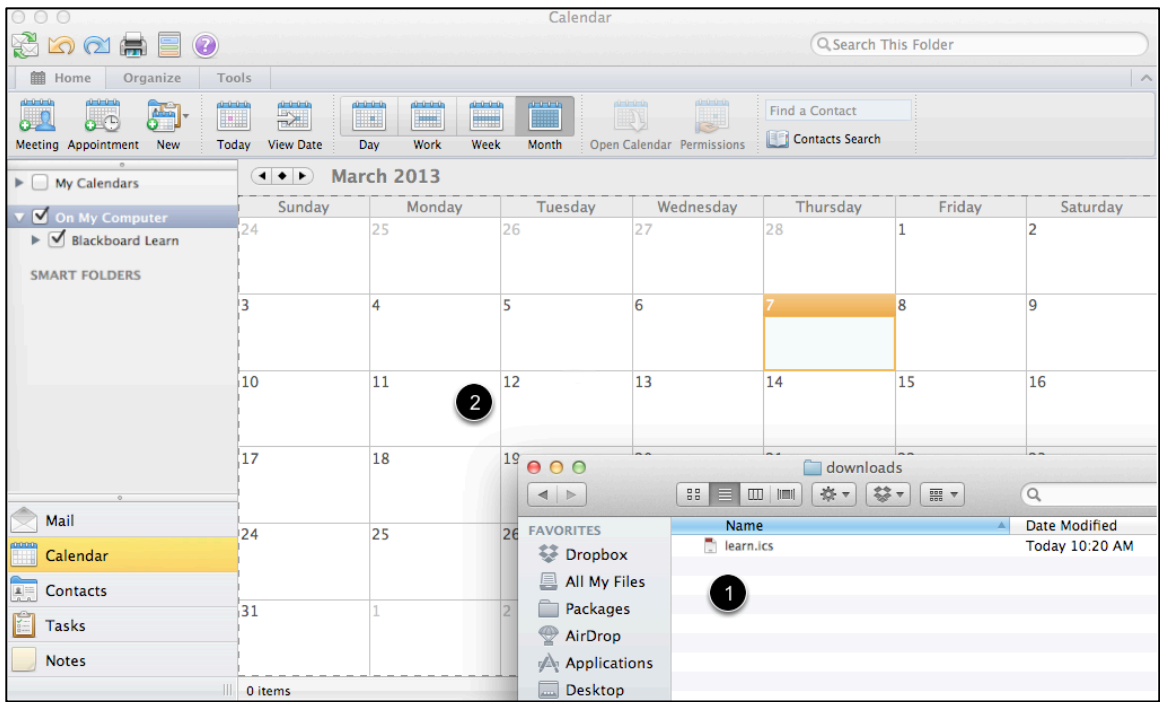
8. Open Outlook or Login to the Microsoft Exchange Outlook Web App.



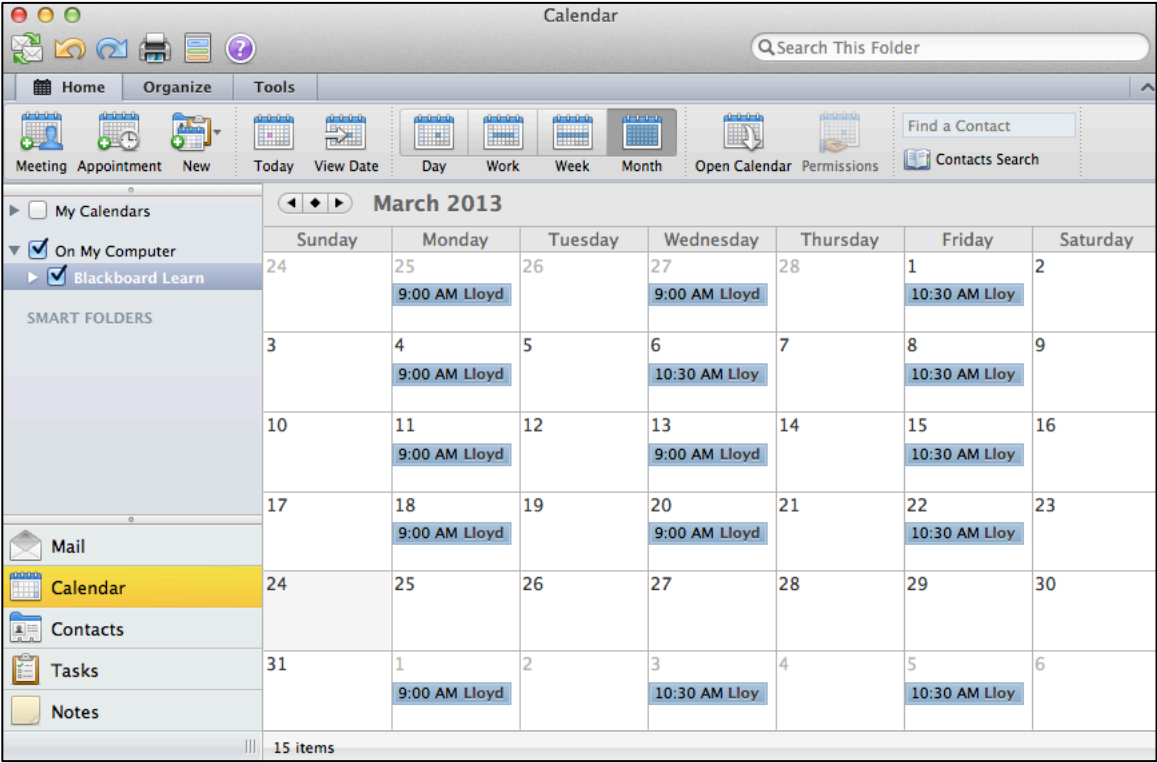
9. Click on Calendar in the bottom left corner. Now you can see Outlook Calendar.



10. Find the file you saved, click on it (in 1), hold down, drag and drop the .ics file to the Outlook Calendar (2). You will see the dashed lines around the Calendar.



11. View the events and assignments from your Blackboard Learn Calendar.



For more information, contact the Faculty Resource Center at 205.348.3532
 or frc@ua.edu
 or visit our website at <http://frc.ua.edu>.

Last updated 18 June 2015