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

A Blackboard LEARN	My li
My Blackboard Learn	Notifications Dashboard
Add Module	
Tools	My Announcements
Announcements	No Institution Announcements have been posted in the last 7 days.
Constanting of the second	No Course or Organization Announcements have been posted in the last 7 days.
Calendar My Grades	more announcements
Tasks	My Calendar
Visual Data	No calendar events have been posted for the next 7 days.
Blackboard IM	more calendar events→

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.

Generate iCal URL					
Use this URL for importing your selected calendar content into other calendar applications. This is a private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.					
https://ualearn.blackboard.com/webapps/calendar/calendarFeed/8a05bb743aa74ccbbc8c1cf8197cae45 /learn.ics					
Cancel Re-generate					

 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.

Outloo	k ⁻ Web App					
Security (sho This This Use	ow explanation) s is a public or shared computer s is a private computer e the light version of Outlook Web App					
User name:						
Password:						
Sign in Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.						

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

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					Find a Contac	t		
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 My Calendars 	▲ August 2013							
On My Computer	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
SMART FOLDERS	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
Mail Calendar	18	19	20	21	22	23	24	
Tasks	25	26	27	28	29	30	31	
	0 items							

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.

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

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	3	4	5	6	7	8	9
		9:00 AM Lloyd		10:30 AM Lloy		10:30 AM Lloy	
	10	11	12	13	14	15	16
		9:00 AM Lloyd		9:00 AM Lloyd		10:30 AM Lloy	
	17	18	19	20	21	22	23
Mail		9:00 AM Lloyd		9:00 AM Lloyd		10:30 AM Lloy	
Calendar	24	25	26	27	28	29	30
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Tasks	31	1	2	3	4	5	6
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	15 items						

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

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