

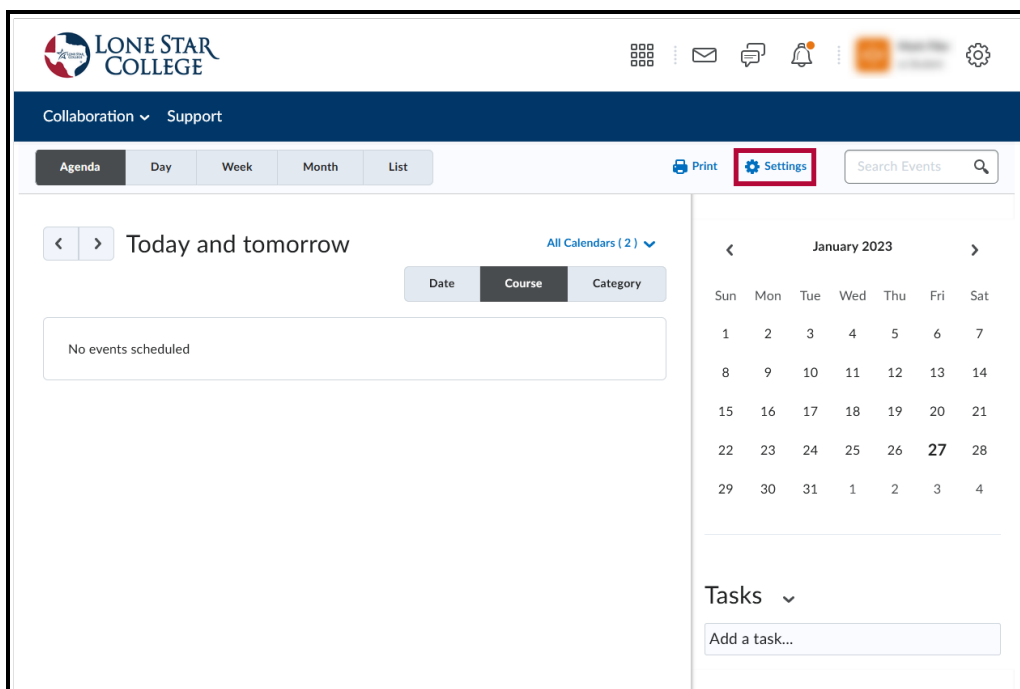
Export your D2L Calendar to another Calendar Application

Last Modified on 01/27/2023 2:22 pm CST

You can export your **D2L Calendar** to another application, such as **Google Calendar** or **Microsoft Outlook**. To do this, copy a link from your **Calendar** that you can add to your calendar application. This can be useful for viewing your calendar on your smartphone, for instance.

Sharing your D2L Calendar

1. Open your **D2L Calendar**. For how to access your D2L Calendar, see the [Course Calendar Basics](https://vlac.lonestar.edu/help/d2l-course-calendar-basics) (<https://vlac.lonestar.edu/help/d2l-course-calendar-basics>) article.
2. On your **Calendar**, click the **[Settings]** button.



3. In the **Calendar Settings Menu**, click the **[Enable Calendar Feeds]** checkbox. Click **[Save]**.

Settings [X]

Calendar Options

Core Hours

8:00 AM [v] to 5:00 PM [v]

Show weekends

Default Event Duration

30 minutes [v]

Calendar Feeds 1

Enable Calendar Feeds

This enables a private address that can be used to subscribe to your calendars via an iCal feed

Tasks Options

Completed Tasks

Hide completed tasks [v]

Upcoming Tasks Default Duration

3 Days [v]

2 Save Cancel

4. The **[Subscribe]** button will now appear on the **Calendar**. Click **[Subscribe]**.

LONE STAR COLLEGE

Collaboration Support

Agenda Day Week Month List Print Settings **Subscribe** Search Events

Today and tomorrow All Calendars (2) [v]

Date Course Category

No events scheduled

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

5. Choose what you want the external calendar to show under **Calendar Subscriptions**. You can select **All Calendars and Tasks**, **Tasks Only**, **LSCS** or one of your courses. Then copy the provided **URL** and paste it into the application you would like to share your **Calendar** with.

NOTE: Your other calendar application needs to support iCal links.

Calendar Subscriptions

All Calendars and Task: ▾

Copy and paste the following URL into any external calendar application to subscribe to events for the selected calendar(s).

```
https://d2l.lonestar.edu/d2l/le/calendar/feed/user/feed.ics?token=a8ed8bpcwnwap3fs7d26c
```

Download Reset

Clicking the Reset button generates a new private address and invalidates any existing feeds you have subscribed to.

Close

6. You can also download the contents for offline use. Click **[Download]**. You can open the **.ics** file with most calendar applications.

NOTE: Any changes in the **Calendar** made after downloading will not be automatically entered.

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Close

To add the provided **URL** in an external application, you need to find the option in that application that allows you to add calendars. From there, you can add calendars from external sources such as D2L.

NOTE: If you copy and paste the link, you are subscribing to (parts of) the **D2L Calendar**. This means that updates are automatically synced to your **Calendar**. By clicking **[Download]**, you are importing the calendar as it is at that particular moment. You will not receive any updates after the time of downloading.

7. Click **[Close]** when complete.

