How Do I Link My Schoology Calendar to a Different Calendar?

You can link your personal Schoology to a different calendar tool, such as your Outlook, Apple Calendar (previously called iCal), or Google Calendar, so that changes made in Schoology will automatically update in your other calendars, as well.
Note: The sync only runs one way, from your Schoology Calendar to your Outlook, Apple, or Google Calendar. Changes made in your other calendars are not replicated in Schoology.
1. From any page in Schoology, click the arrow in the upper-right corner and select **Account Settings**.
2. In the **Share Your Schoology Calendar** area, click **Enable** (If this link is not available, click the arrow in the upper-right corner, select parnet name, and then select **Account Settings**)**.**
3. Copy the URL in the **Use this iCal link** pane.

To link your Schoology Calendar to your Outlook Calendar:
1. Open your Outlook Calendar.
2. In the **Manage Calendars** area, click **Open Calendar** and then select **From Internet**.
3. Paste the URL you copied from Schoology into the **New Internet Calendar Subscription** field and click **OK**.
An additional tip for Outlook Calendars
You can combine all of the open calendars into a single calendar view.
• After you've added a calendar to the side-by-side view, on the calendar's tab, click ◀.
Each calendar is transparently stacked on top of one another. In this combined calendar view—overlay view—it's easy to identify free/busy times among multiple calendars. When you see an empty time slot, you know there's nothing scheduled on any of the calendars in the overlay view.

To link your Schoology Calendar to your Apple Calendar:
1. Open your Apple Calendar.
2. From the **File** menu, select **New Calendar Subscription**.
3. Paste the URL you copied from Schoology into the **Calendar URL** field and click **Subscribe**.
4. Change the Auto-refresh frequency to **Every Day** and click **OK**. Updates to your Schoology calendar will now display in your Apple Calendar.

To link your Schoology Calendar to your Google Calendar:
1. Log in to your Google Account and navigate to the Calendar.
2. Click the down-arrow next to **Other Calendars**.
3. Select **Add by URL**.
4. Paste the URL you copied from Schoology into the field.
5. Click **Add Calendar**.

Updates to your Schoology calendar will now display in the Other Calendars section of the Calendar list.
Note: It may take up to 8 hours for changes in Schoology to display in your Google Calendar.