Integrating Your Brightspace Calendar events Into Your Office 365 Calendar.

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1. Log in to your Brightspace. Go to any course listed, it does not matter which.
2. After selecting a course, click on the “Resources” tab.
3. After click on the “Resources” tab, select the link for “Calendar”.
4. At the top right of the calendar page, there will be a small “Settings” wheel. Click this.
5. When the Sub-Window opens, click on the “Enable Calendar Feeds” setting. Click “Save” to close this window.
6. Once the window closes, a new option will appear next to the “Settings” wheel. This option is called “Subscribe”. Click this link. A new window will open.
7. Within this new window, there will be a link. There will also be a drop-down box to select which calendars will be integrated into the generated link.
8. Choose which calendars you want to be integrated. The default setting is “All Calendars and Tasks”. If you choose a different calendar, please click the “Reset” link to generate a new code.
9. Select and copy this link that has been generated.
10. Open and log into your Office 365 account.
11. Open the calendar within Office 365.
12. At the top left of the page, there will be a small tab that says “Add Calendar”. Click this, and select “From Internet”.
13. A new window will open. Simply paste the link you copied from the NSCC calendar into the box “Link to the calendar”. Click “Save”. Your calendar is now integrated!
14. The calendar will appear as a separate calendar from your normal calendar. To merge the view look for a button called Overlay.