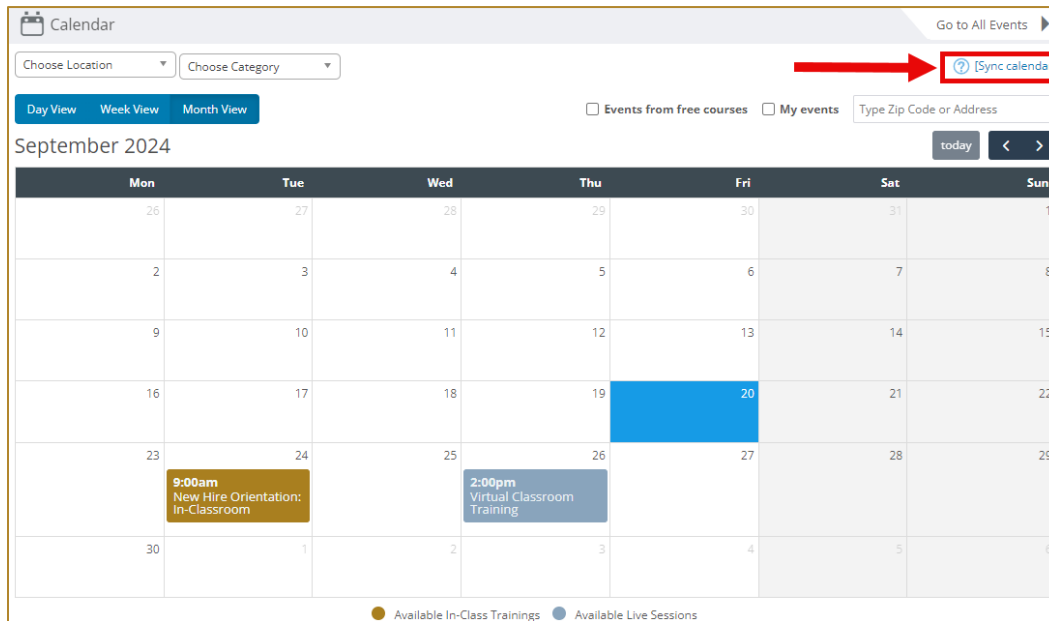




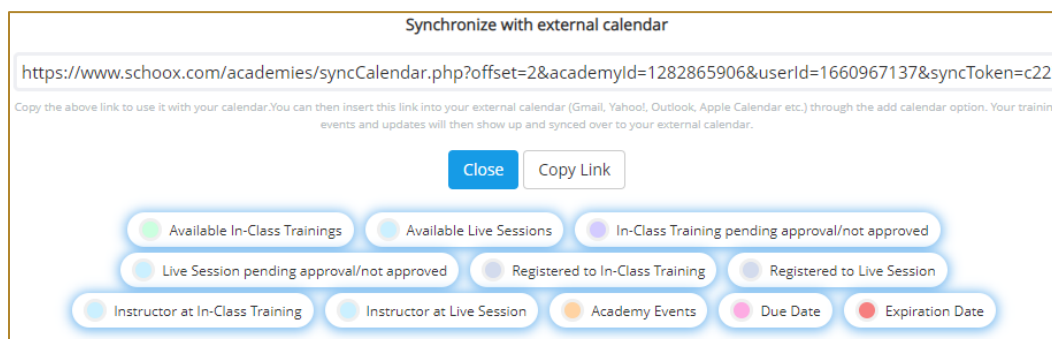
Syncing LMS Calendar With Your External Calendar (Google, Apple, Outlook, etc.)

The Sync Calendar option helps you meet deadlines by syncing your LMS Calendar to your Google Calendar, Apple Calendar, Outlook, or any calendar that allows you to subscribe by URL.

To sync your LMS calendar, you need to go to your Homepage and click on the **Sync Calendar** option on the top right of your learning calendar as presented below.



From the **Sync to Calendar** popup window, select the entities that you want to be synced with your external calendar. You have the option to sync several entities such as Live Sessions, In-Class Trainings, Due Dates, Expiration Dates, etc. Once you are done click the **Copy Link** button to copy the calendar's link.



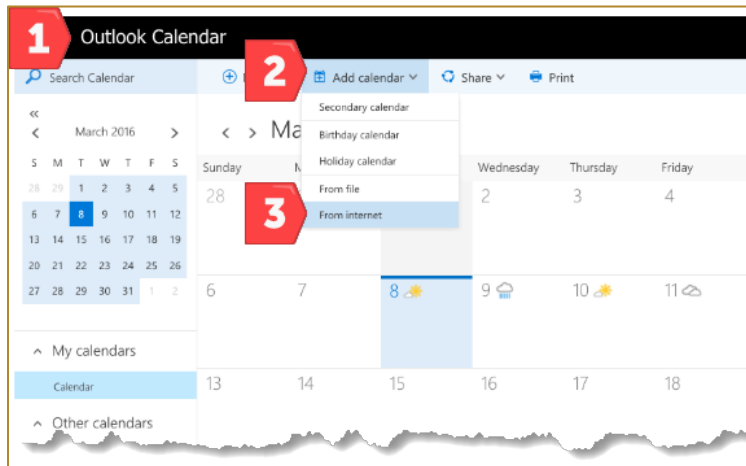
*****NOTE:** The third-party calendars each sync automatically in the background. Unless stated otherwise, you can assume they will refresh at least once in any 24-hour period but more likely every three hours. Syncing to your personal calendars might not reflect the most up-to-date learning information if you recently added training to your learning calendar. *******





To Sync Your LMS Calendar With Your Outlook Calendar

1. Open Outlook
2. Click Add calendar
3. Select From Internet
4. Paste the link you previously copied from the LMS into the Link to the calendar field
5. Enter a name for your Calendar
6. Click Save



To Sync Your LMS Calendar with Your Apple Calendar

1. Open Apple Calendar
2. Select File
3. Select New Calendar Subscription
4. Paste the link you previously copied from the LMS in the Calendar URL field
5. Select Subscribe
6. Edit the Calendar's options. We recommend setting auto-refresh to Every 5 minutes
7. Once you're done, select OK.

