

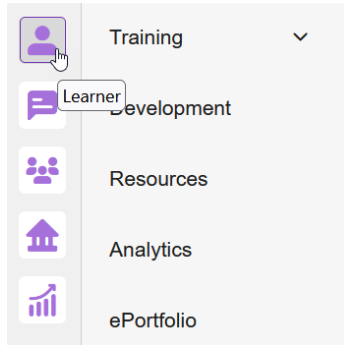


## Syncing LMS Calendar With Your External Calendar (Google, Apple, Outlook, etc.)

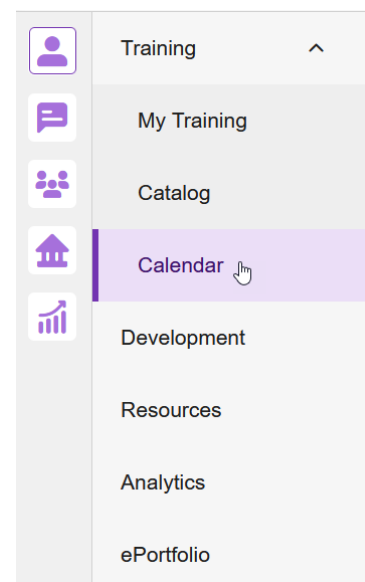
The Sync Calendar option helps you meet deadlines by syncing your LMS Calendar to your Google Calendar, Apple Calendar, Outlook, or any calendar that allows you to subscribe by URL.

To sync your LMS calendar, first you need to access your calendar in the learner workspace.

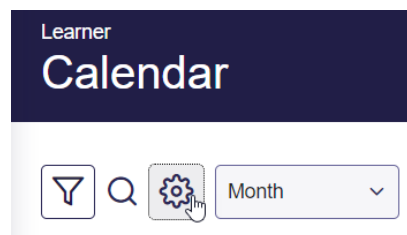
In the left navigation, make sure you are in the Learner Workspace.



When in the Learner Workspace, select **Training** and then **Calendar**.



When you are on the calendar page, click on the **Gear Icon** on top of the calendar.



In the pop up window, select the entities that you want to be synced with your external calendar. You have the option to sync several entities such as Virtual Events, In-Class Trainings, Due Dates, Expiration Dates, etc. Once you are done click the **Copy** button to copy the calendar's link.





## Calendar preferences

Let 's personalize your calendar

### First Calendar day

Monday



### Additional Options



Show Weekends

### Synchronize with external calendar

In-class event ×

Virtual event ×

In-class event pending approval / not approved ×

Virtual event pending approval / not approved ×

Registered to In-class event ×

Registered to Virtual event ×

Instructor at In-class event ×

Instructor at Virtual event ×

Academy Events ×

Due Dates ×

Expiration Dates ×

Select which items you want to be synced with your external calendar

### How does this work?

<https://www.schoox.com/academies/syncCalenda...>

 Copy



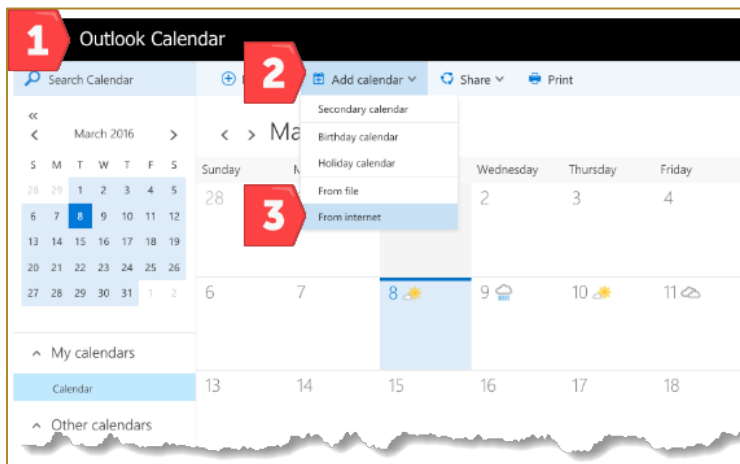
*\*\*\*NOTE: The third-party calendars each sync automatically in the background. Unless stated otherwise, you can assume they will refresh at least once in any 24-hour period, but more likely every three hours. Syncing to your personal calendars might not reflect the most up-to-date learning information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

