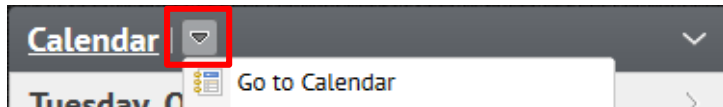CONESTOGA
Connect Life and Learning

Desire2Learn

This guide will walk you through the steps required to synchronize your Gmail calendar with the calendar feature in Desire2Learn.

Part 1: Configuring D2L

1. On the landing page for any course, click the arrow beside **"Calendar"** and choose **"Go to Calendar"**


2. At the top right-hand corner of the Calendar screen, click **Settings**.
3. In the Calendar Options, under the sub-heading "Calendar Feeds", click the box beside **"Enable Calendar Feeds"**, then click **Save** at the bottom of the page.

4. Click on **"Subscribe"** at the top right-hand corner of the screen
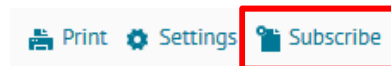

5. In the Calendar Subscription window you have a choice to which calendars you want to sync. It will automatically default to **"All Calendars and Tasks"**
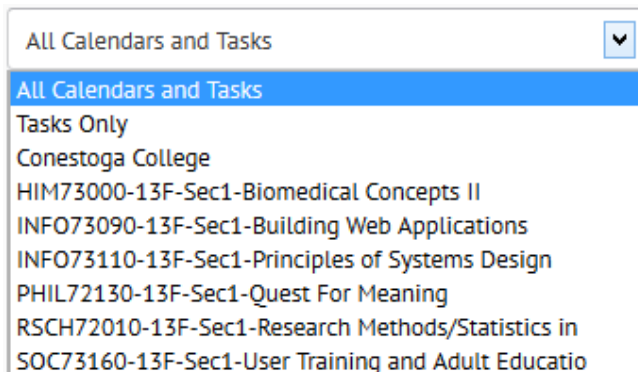
6. Select and copy the URL *(web address)* provided (*Ctrl + C*)

Part 2: Synchronizing with GMail

1. Log onto your Gmail account

2. Click on **"Calendar"**

3. On the left-hand side of the screen there are two options "My Calendars" and "Other Calendars"; click on the **down arrow** beside **Other Calendars**

4. Select **"Add by URL"**
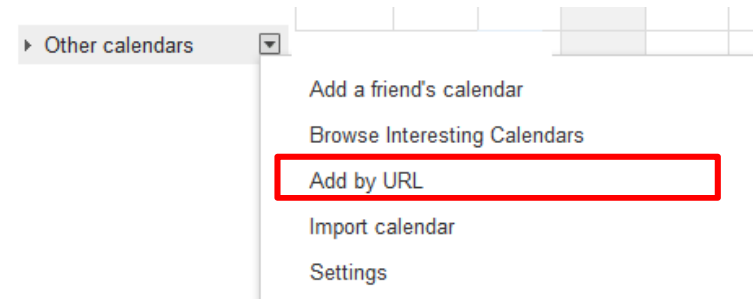
5. Paste the URL you copied in the previous step into the text field provided. (*Ctrl + V*)

6. Click **"Add Calendar"** to finish synchronizing your calendar.