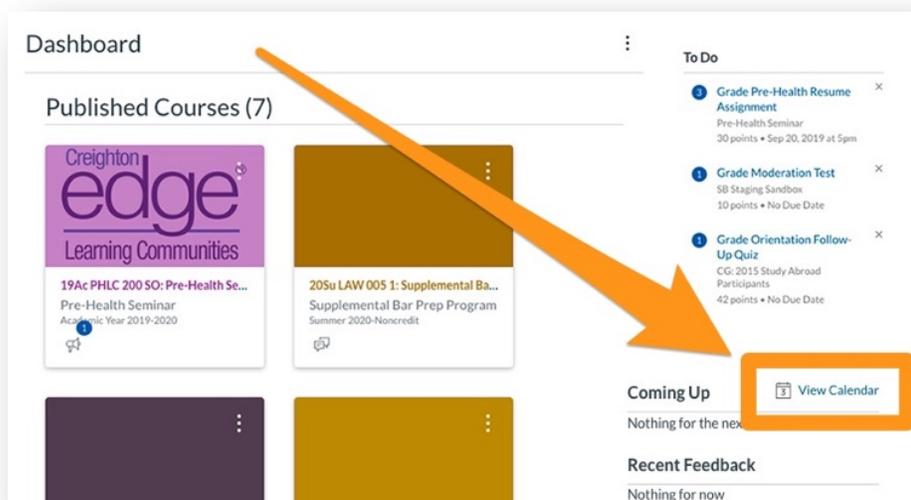# Adding your BlueLine Calendar to Outlook

You can add all your quiz, paper and assignments due dates that are in posted in your BlueLine courses into your Outlook calendar. The BlueLine Calendar feed automatically updates when your professors change dates for assignments. And you don't need to re-subscribe every semester. The feed pulls only the dates to courses that you are currently enrolled in.
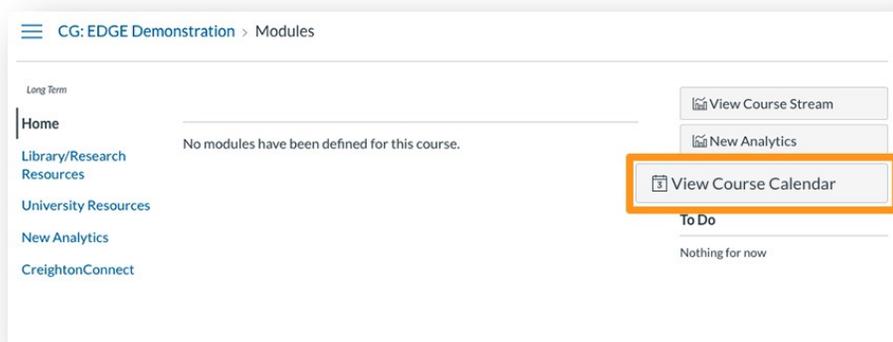
To start, go to Blueline
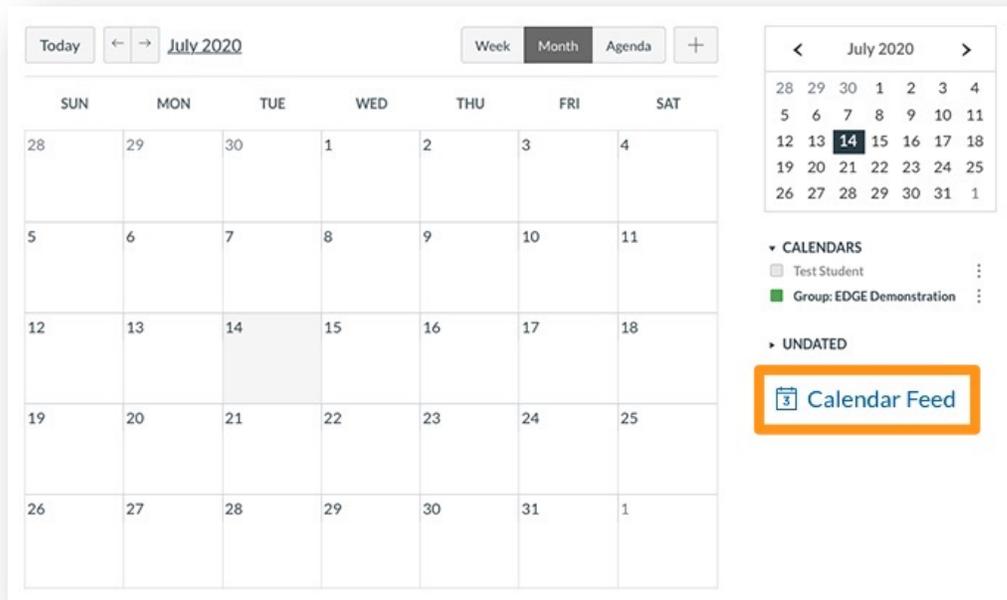
https://blueline.instructure.com

1. Log into **BlueLine** using your **NetID** and **Blue Password**
2. From the **Dashboard** find the **View Calendar** link, in the **Coming Up** assignments title bar
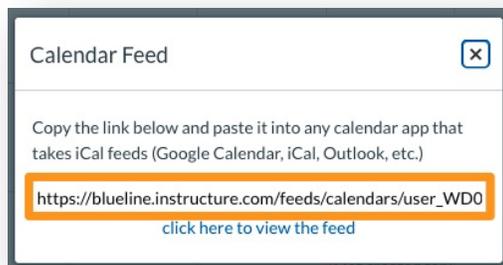

3. OR you can also access your calendar in any course using the **View Course Calendar** button on the left-side of the course home page.

4. At the bottom of the right-side Course Calendar's list is your **Calendar Feed** and click on it.
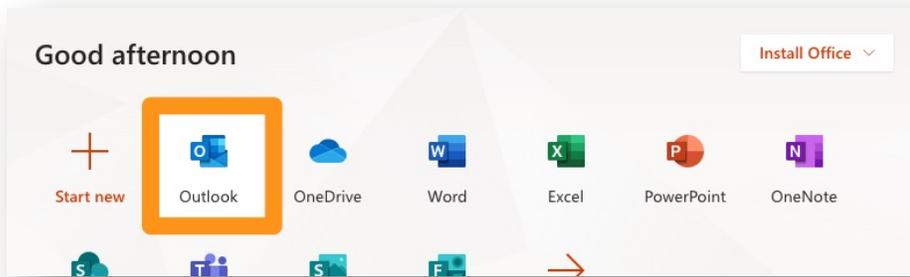

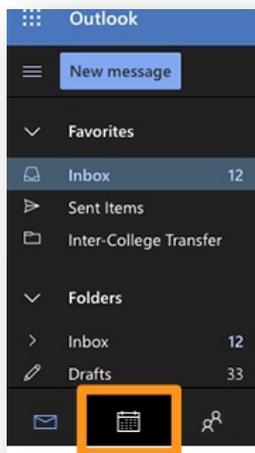5. In the pop-up window **copy the link** provided

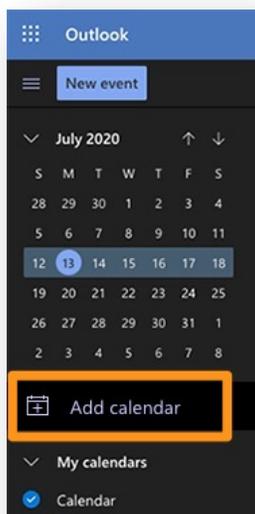**Note**: *The Calendar feed will include all dates from all your currently enrolled courses.*

6. In a new browser tab navigate to https://office365.creighton.edu
7. Log in with your **NetID** and **Blue password**
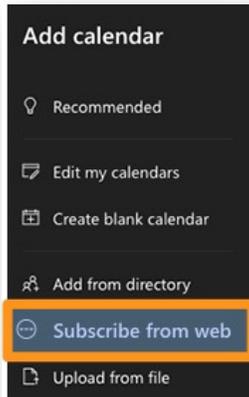8. In the Microsoft **Office365 landing page** click on **Outlook**

9. In the Outlook page click on the **Calendar icon** at the bottom of the left-side navigation

10. In the left-side navigation of the **Calendar view** find **Add calendar**
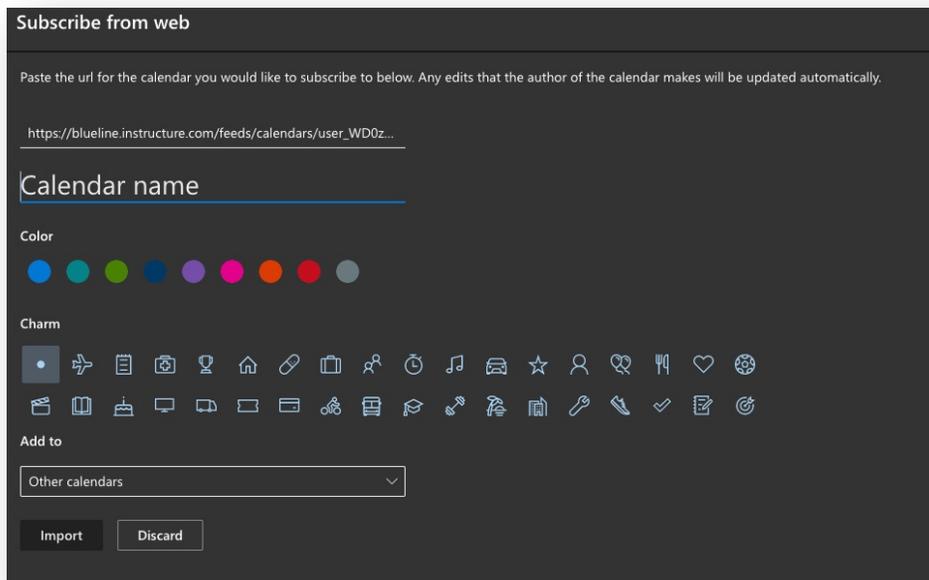
11. In the pop-up window select **Subscribe from web**

12. Paste the link that you copied out of **BlueLine** and click the **Import** button.

13. You will get the option to **Name** the new calendar. Give it a **Highlight Color** and an **Icon** and where you want the calendar listed in your navigation view.

14. Click the **Import** button to add your BlueLine calendar

Need Technology Assistance?

Contact the DoIT Service Desk - Mon-Fri, 8:00 AM to 5:00 PM

Call (402) 280-1111 or 800-329-1011 or Email the Student Service Desk at doit4students@creighton.edu