Technology & Accessibility Support

CONNECTING MOODLE WITH MICROSOFT 365 APPS

Users can connect their Moodle and UMW Microsoft 365 accounts, giving them access to Microsoft applications within Moodle. User can then also sync their Outlook and Moodle calendars.

Creating the Moodle-Microsoft Connection

Begin by navigating to your Moodle **Dashboard** page.

In the upper-right corner, toggle on **Edit mode**.
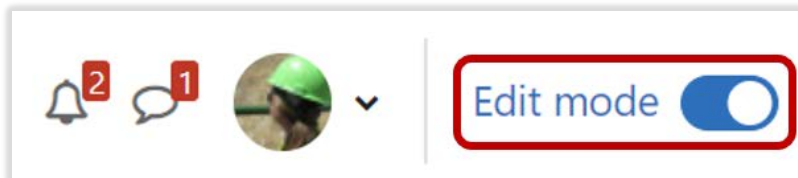
There are two places to add the block which will create the Moodle-Microsoft connection.
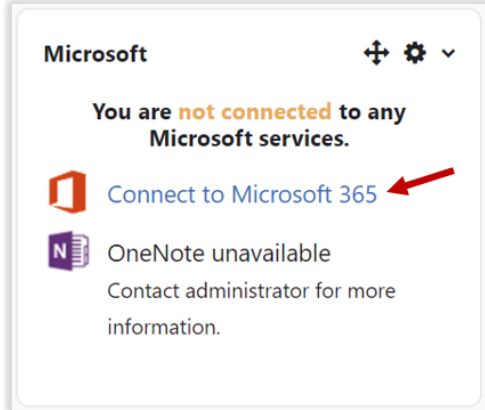
1. At the top-center of the Dashboard, click on **Add a block**. This choice adds the block to the main Dashboard area.
2. Open the right-side Blocks Drawer and click on **Add a block**. This choice adds the block to the collapsible drawer.
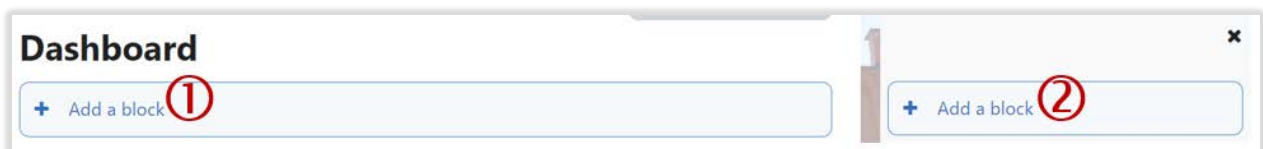
When the **Add a block** menu opens, select **Microsoft block**.
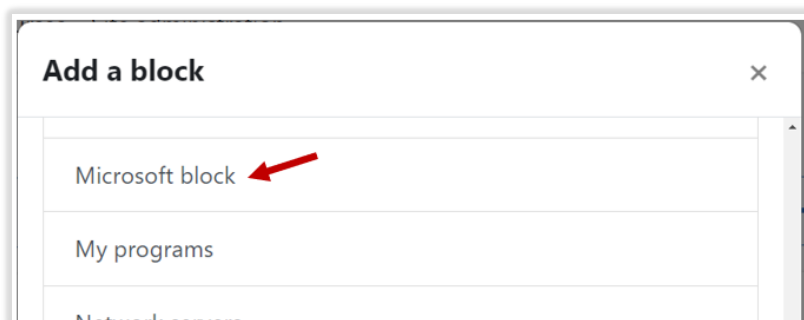
In the Microsoft block, click **Connect to Microsoft 365.**

Under the Microsoft 365/Moodle Control Panel, click on either **Microsoft 365 connection settings** or **Manage Connection**; either link will take you to the needed menu.

Click on **Link your Moodle account to a Microsoft 365 account.**

Because you already logged into Moodle using the UMW Microsoft credentials, you will probably receive an error message. Simply click **Continue**, return to the **Dashboard** page, and start the process over by clicking on the **Connect to Microsoft 365** link.

Once the connection is made, you will have access to Microsoft apps in Moodle through the Microsoft block.

Syncing the Moodle and Outlook Calendars

Having one's Moodle Calendar flow into their Outlook calendar helps keep dates all in one location, and it's easy to create that synchronization once your Moodle and Microsoft accounts are linked. From the **Microsoft** block, click **Outlook Calendar sync settings.**
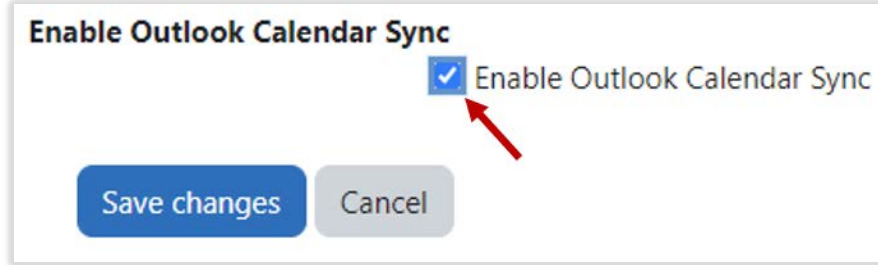
Tick the box for **Enable Outlook Calendar Sync** then click the **Save changes** button.

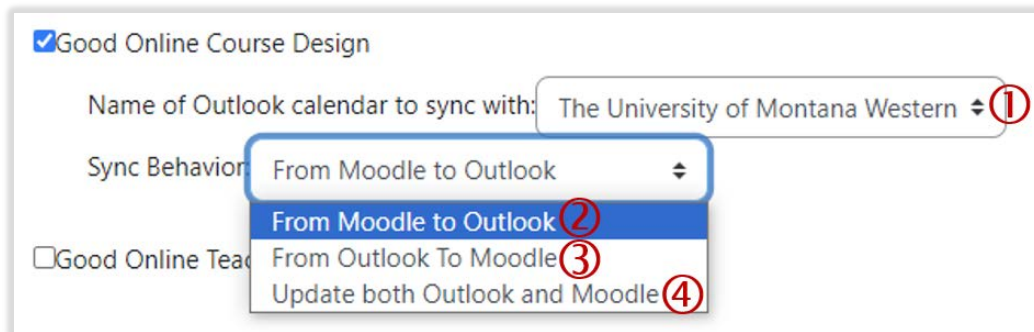Moodle will then open up a list of all your available course calendars. Tick the boxes for the calendars you wish to sync; next, select the behaviors you wish to happen.

1. Make sure to sync with **The University of Montana Western** calendar.
2. Selecting **From Moodle to Outlook** will duplicate your Moodle calendar items to your Outlook calendar.
3. Selecting **From Outlook to Moodle** will duplicate your Outlook and Moodle calendars in both places.

When the calendars are set as desired, scroll down and click **Save changes**.

You can return to the **Outlook Calendar Sync Settings** at anytime to add or remove course calendars from the syncing process.

If you need assistance, please contact eLearning at elearning@umwestern.edu.