

## How to Link your Office 365 Account to Moodle

**Step One:** In the Microsoft block located on the right hand side of the main course page, click on [Connect to Office 365](#).



**Step Two:** Click on [Office 365 connection settings](#).

**Office 365 / Moodle Control Panel**

To connect to Office 365 you will need to contact your site administrator.

**Office 365 Features**

Below is a list of the features you can use to enhance Moodle with Office 365. Some of these may not be available until you are connected to Office 365.

-  **Office 365 connection settings**  
Configure how you connect to Office 365.
-  **Outlook Calendar sync settings**  
Here you can set up syncing between your Moodle and Outlook calendars. You can export Moodle calendar events to Outlook, and bring Outlook events into Moodle.

**Step Three:** You will be prompted to log into your Office 365 Account. After logging in, you will be returned to the Moodle page and will notice that your account is now linked to Office 365.

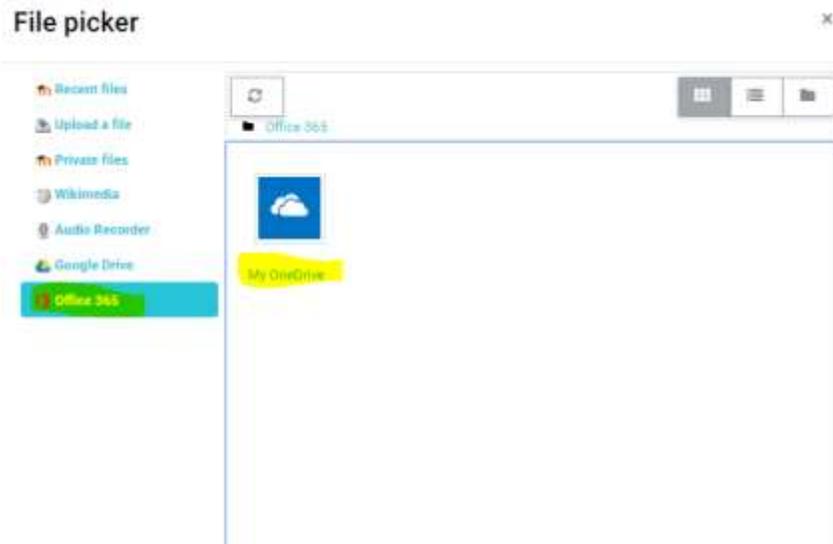
**Connection Status**

✓  
You are currently connected to Office 365

You are linked to an Office 365 account.

-  [Manage Connection](#)
-  [Refresh Connection](#)

**Step Four: Submitting Assignments** – Once your accounts are linked, you will notice that your OneDrive is available when you select *choose file* and then *Office 365*.



After you linking your accounts, the Microsoft block will now include a link to your RCSD email and your OneDrive.

