



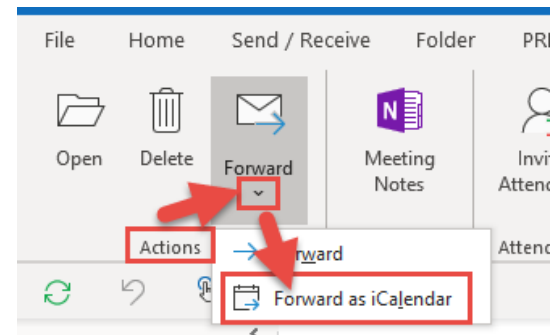
Outlook: Creating an Add-to-Calendar link in an Email Message

As an alternative to sending out a meeting request, you can add an iCalendar attachment or link to an iCalendar file to an email message – so that when the recipient either opens the attachment or click on the link, the event can be added to their calendar.

Maybe you're offering a guest speaker and it's not important to you *who* attends, just that people know they may attend if they want to. And you'd like to offer them the convenience of being able to easily place the event into their Outlook calendar.

Just remember, unlike when you invite others via a meeting request – if you send out these iCalendar attachments or links, you will *not* receive any confirmations when people accept or decline the event.

1. Create an appointment in your Outlook calendar – adding all pertinent details (subject, location, start and end times, etc).
2. Close and save the appointment – but stay in the calendar.
3. With the appointment selected (not IN it – just selected) – make sure the APPOINTMENTS tab is selected.
4. In the ACTION group (at the start of the toolbar) – click the ▼ below FORWARD – and choose FORWARD AS iCALENDAR.
5. A new email message window will appear – with the iCalendar (.ics) file attached.
6. Address the email form to the desired recipient(s). Add a message if you want.
7. Click SEND.



When the recipient receives the notification email, whether they double-click the attachment or click the ▼ and choose OPEN – they will be asked if they want to add the event to their calendar. Once they click YES – the event will appear in the Outlook calendar designated to that email address.