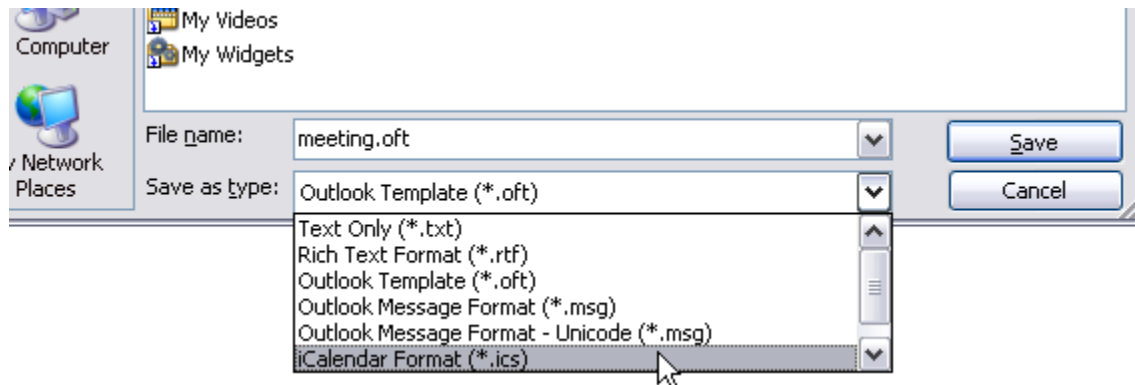


Creating an “Add to Calendar” feature for your events

1. Create calendar item in Outlook

Go into Outlook and save an appointment in iCalendar

1. In **Calendar**, create or open the appointment you want to save. Add in the event details (date, time, call in number, link etc...)
2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **iCalendar Format (*.ics)**.



2. Upload the calendar item to your webserver

The best solution is to upload the .ics file to your webserver. For example:
www.eloqua.com/meeting.ics

Add this link to your reminder email and/or confirmation page. When a user clicks on the link, it will open the calendar item.



Optional: Create an “add to calendar image” to promote this feature:

