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)**.

Computer	My Videos				
/ Network	File <u>n</u> ame:	meeting.oft	~	Save	
Places	Save as <u>t</u> ype:	Outlook Template (*.oft)	~	Cancel	
		Text Only (*.txt) Rich Text Format (*.rtf) Outlook Template (*.oft) Outlook Message Format (*.msg) Outlook Message Format - Unicode (*.msg) iCalendar Format (*.ics)	< III >		

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.

Do you want to open or save this file?				
	Туре:	PAWCoolTools.pdf Adobe Acrobat Control for ActiveX, 24.5 KB www.quickarrow.com		
		Save Cancel		

Optional: Create an "add to calendar image" to promote this feature:

