

## How to add an Event invitation to an external calendar

### Overview

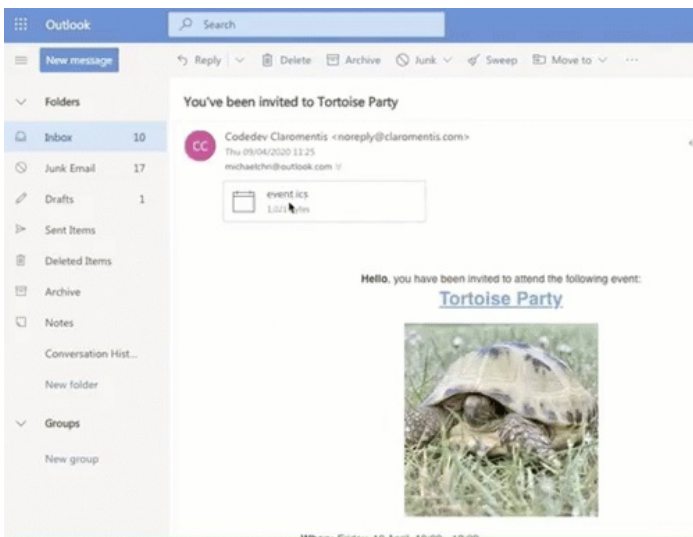
An ics. file is an iCalendar (iCal) file that can be saved to your personal calendar.

When receiving an email invitation from the Events application, you will find the event .ics file along with the event details. Find out how you can add it to your own calendar.

1. [Microsoft Outlook Web Access](#)
2. [Desktop Mac or PC](#)
3. [Mobile](#)

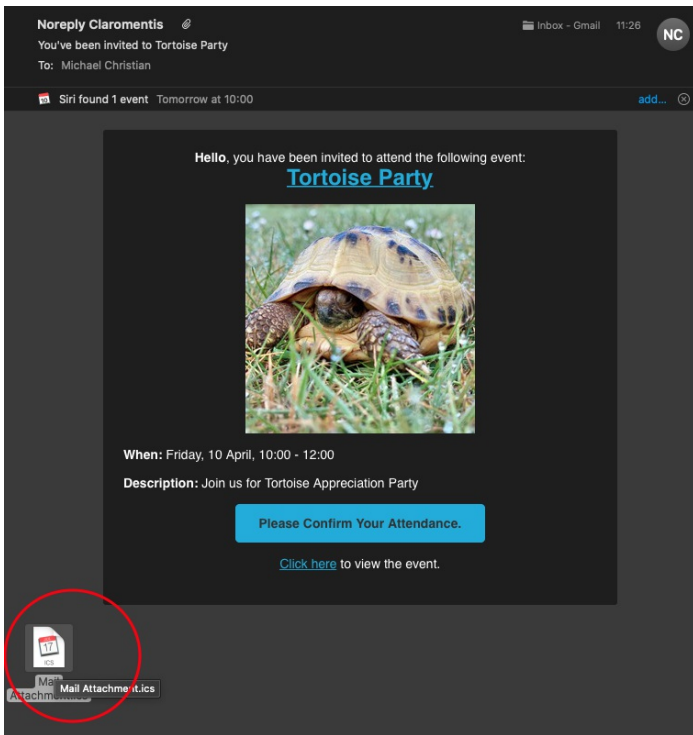
### 1. Adding an iCal (.ics) file in Outlook

In the email invite, click on the ics. file and it will open your personal Outlook Calendar. From there, you can add the event by selecting **+ Add to Calendar** :

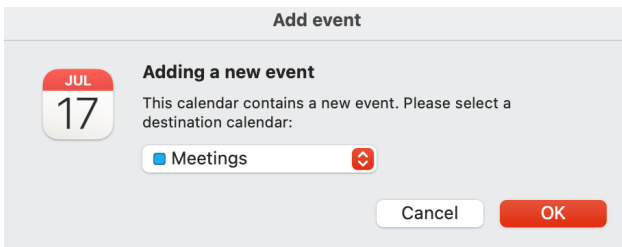


### 2. Adding an iCal (.ics) file in Desktop Mac or PC

In the email invite, double-click on the mail attachment (.ics file):



Accept the event in your Mac calendar or PC Desktop Calendar:



### 3. Adding an iCal (.ics) file in Mobile

In the email invite, tap on the mail attachment (.ics file);

## You've been invited to Tortoise Party

Hello, you have been invited to attend the following event:  
[Tortoise Party](#)



**When:** Friday, 10 April, 10:00 - 12:00

**Description:** Join us for Tortoise Appreciation Party

**Please Confirm Your Attendance.**

[Click here](#) to view the event.



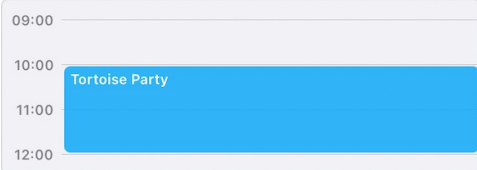
mime-attachment.ics  
659 bytes

Add the event to your Mobile calendar:

[Cancel](#) **Event Details**

### Tortoise Party

Sunday, 10 Apr 2022  
from 10:00 to 12:00



09:00  
10:00  
11:00  
12:00

CA Invitation from  
**Claromentis Administrator** >

Alert None >

Notes

[Add To Calendar](#) [Delete Event](#)

---

Last modified on 30 November 2023 by [Hannah Door](#)

Created on 9 April 2020 by [Michael Christian](#)

Tags: [calendar](#), [events](#), [user guide](#), [email](#), [outlook](#)