

How to add an Event invitation to an external calendar

Overview

An ics. file is an iCalendar (iCal) file that can be saved to external calendars.

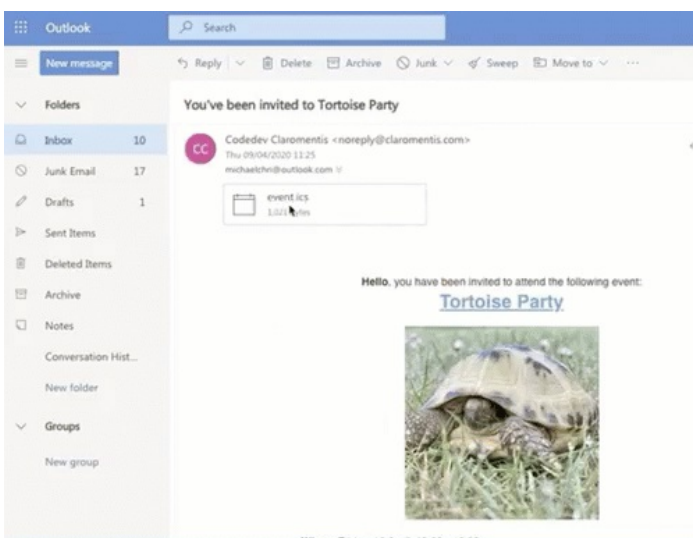
When receiving an email invitation from the Events application, the event **.ics file** will be attached along with the event details. Add the file to your external calendar so that it appears there:

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

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

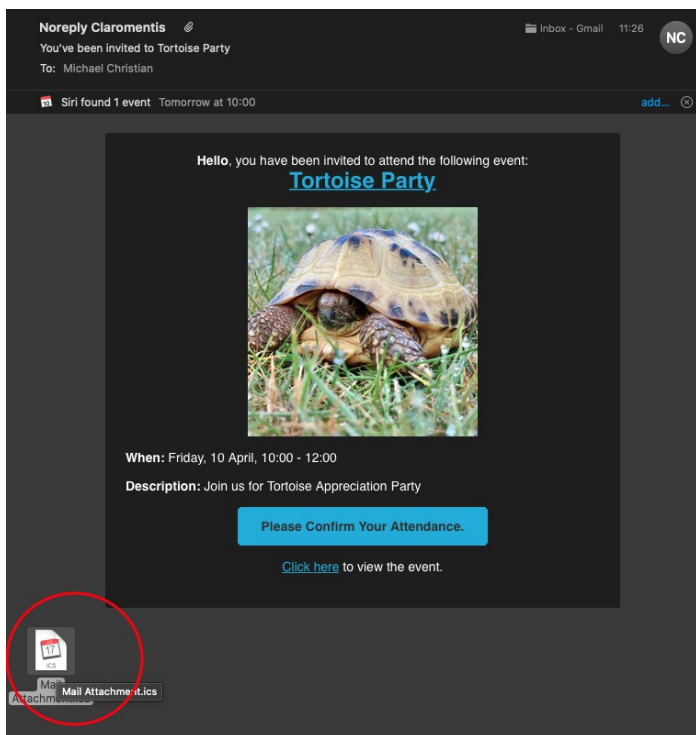
In the email invite, click on the ics. file and it will open your personal Outlook Calendar. From there, you can add the event by selecting

+ Add to Calendar :

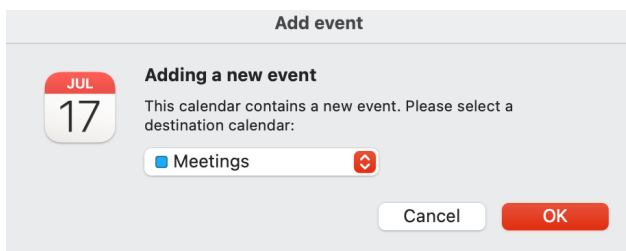


2. Adding an iCal (.ics) file in Desktop Mac or PC

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

Tortoise Party

CA

Invitation from
Claromentis Administrator

>

Alert

None >

Notes

Add To Calendar

Delete Event

Last modified on 31 July 2025 by [Hannah Door](#)

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