

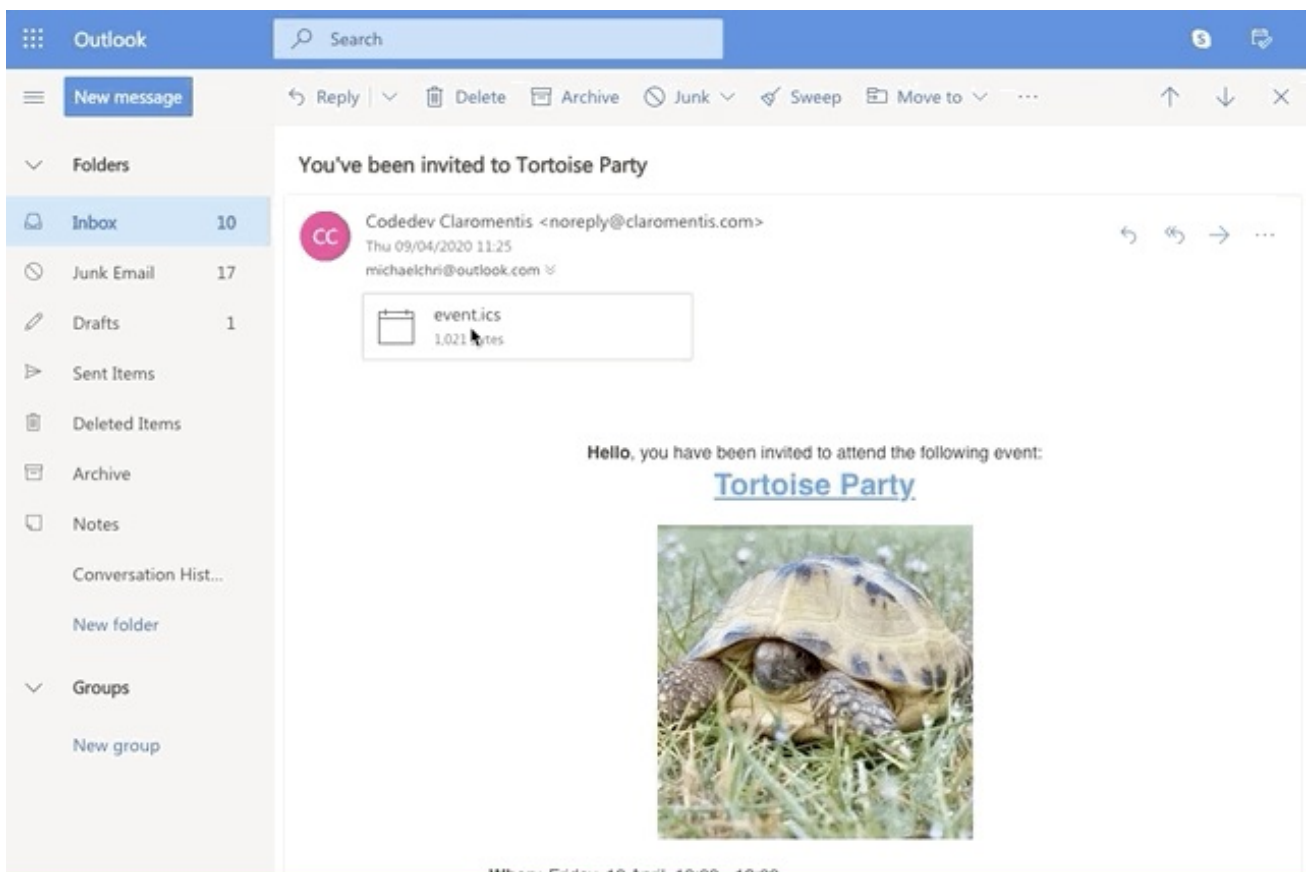


How to add event invitation to your calendar

1. Microsoft Outlook Web Access

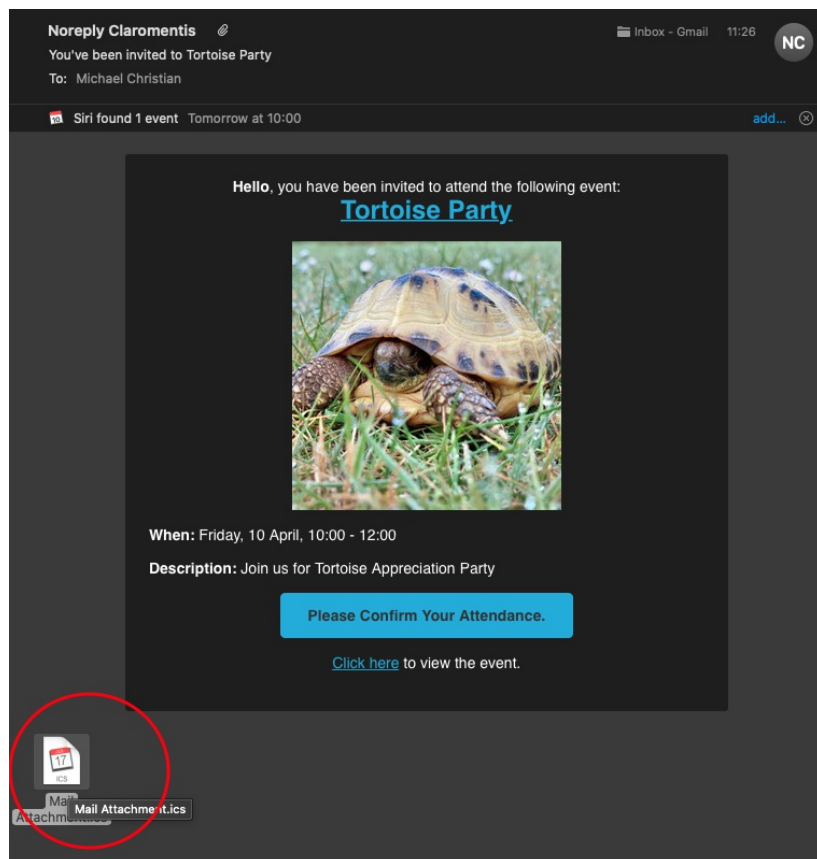
After receiving an email invitation from Event application

Click on the **event.ics** file to add the event to your personal Outlook Calendar



2. Desktop Mac or PC

Double click on the Mail Attachment.ics to add it to your Mac or PC Desktop Calendar.



3. Mobile

Tap on the mail attachment to add it to your calendar on mobile

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.

