


Send an Event to My Calendar

On the View Event page, you can send an iCal to your default e-mail address. An iCal allows you to share electronic calendar information.


Only certain e-mail providers support iCal. Two popular supporters include Microsoft Outlook and Apple iCal. After you receive the iCal, you may accept the event and automatically add it to your calendar.

1. On the View Event page, click **Send to My Calendar**.
2. When the message displays confirming the iCal was sent to your e-mail address, click **OK**.
3. In your e-mail application, locate the iCal e-mail message. The subject is the same as the name of the event.
4. Open the e-mail and click **Accept**. The event is added to your calendar.

1. Click **Events**, then click **Calendar**.
2. Click the event you want to add to your personal calendar.
3. Click **View More Details**.

4. In the Event Details header, click  **10**.
5. Click **OK**.

1. Click the calendar name with the event you want.
2. Click the event you want to add to your personal calendar.
3. Click **View More Details**.

4. In the Detailed Information header, click  **10**.
5. Click **OK**.

After you click **OK**, the iCal for the event displays beside your other personal calendars.

Related Topics

- [Add an Event](#)
- [Select a Calendar Type to View](#)
- [Facility Scheduler Calendar Features](#)