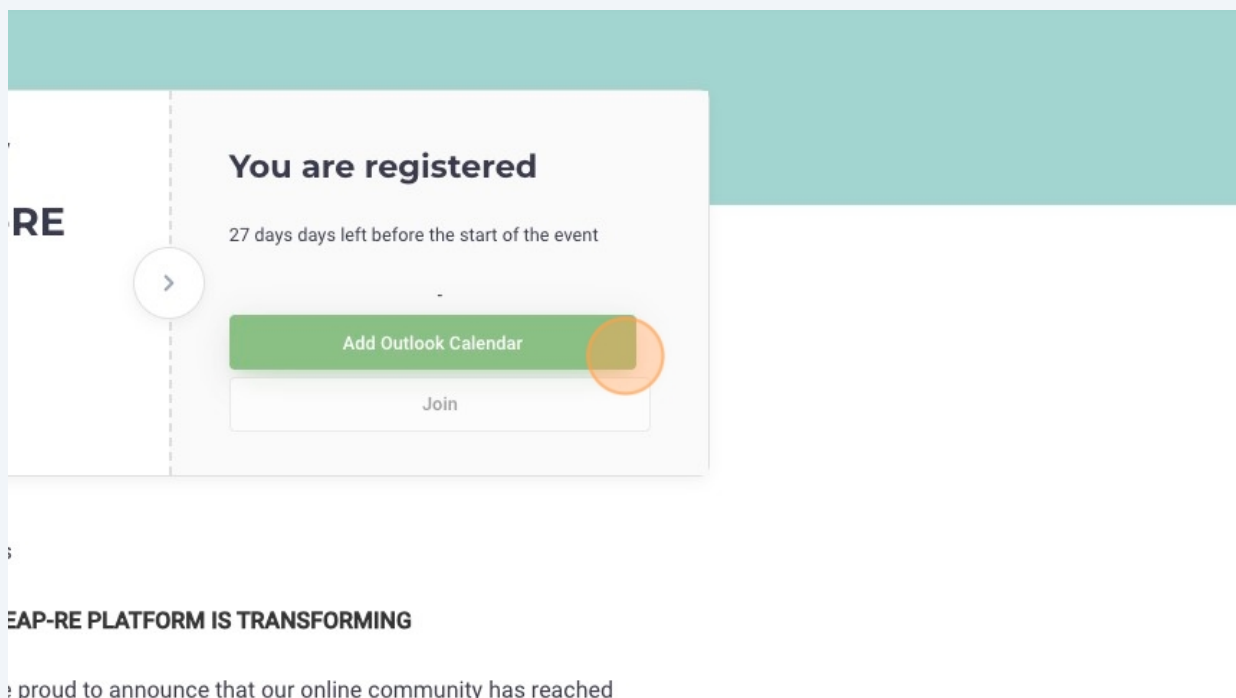


Add a UTMC event to your calendar

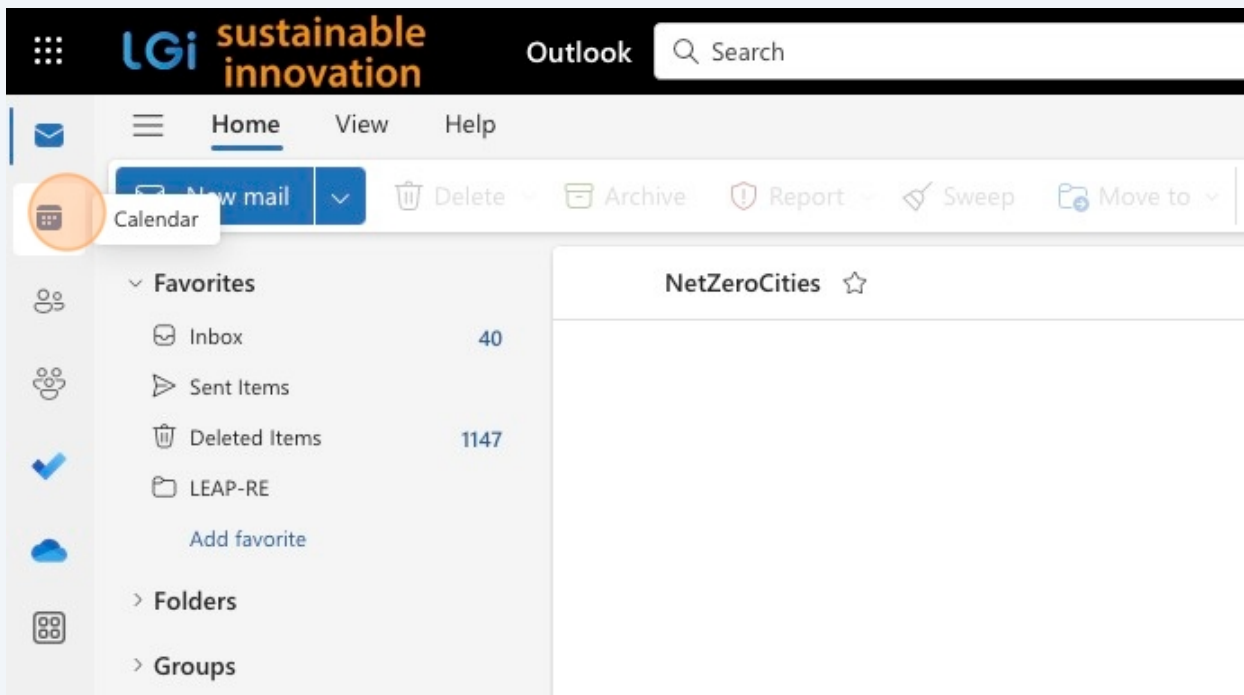
1 On the event page, click "**Add Outlook Calendar**" to download the .ics.

Once you clicked the button, the file automatically downloads.

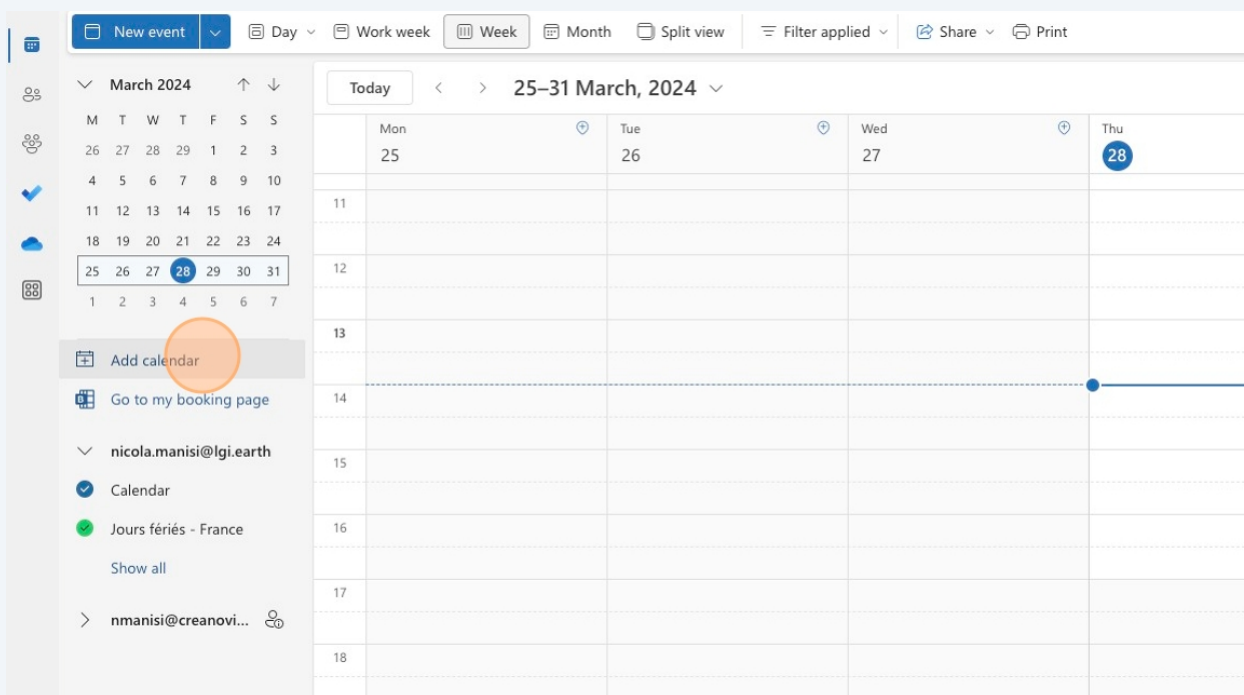


2 Go to your Outlook Calendar.

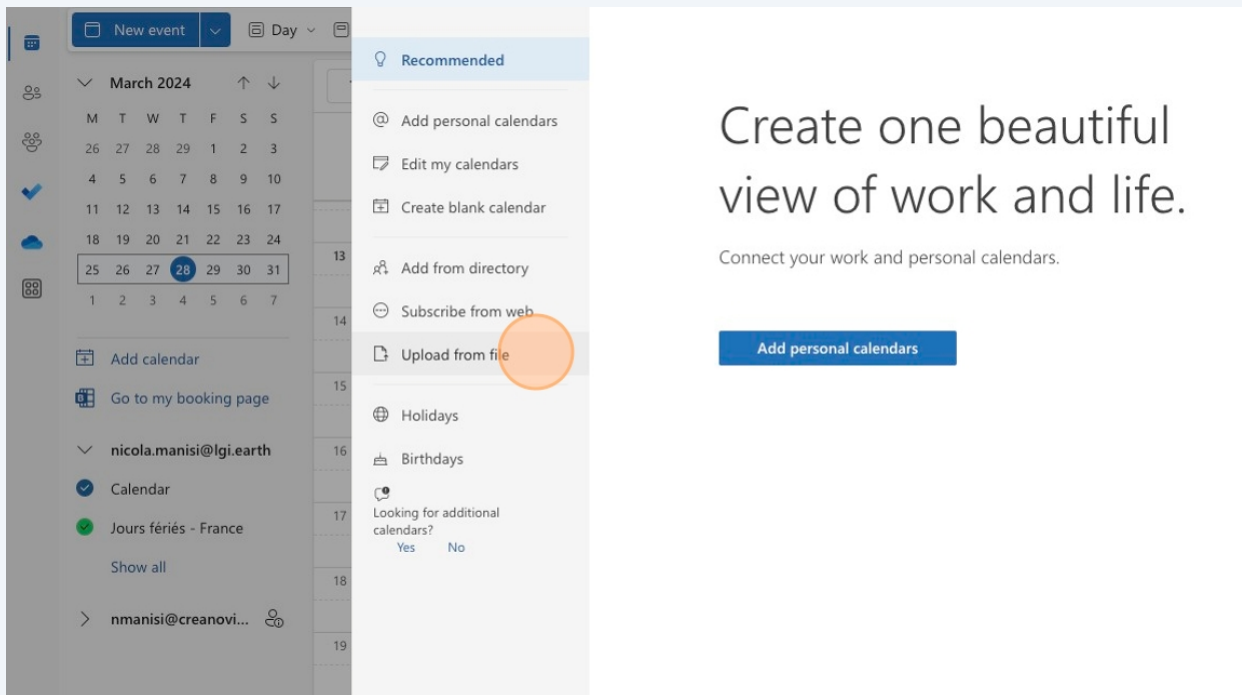
To add the event to your [Google Calendar, please refer to this page](#).



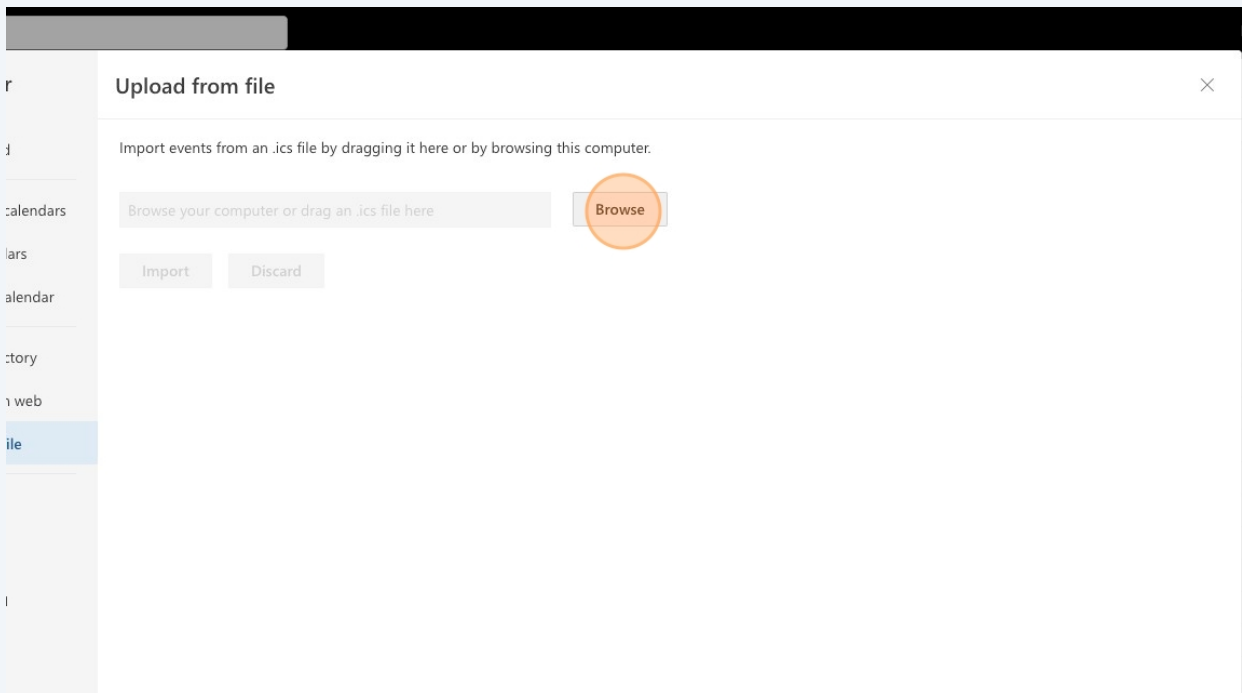
3 In the left panel of your Outlook Calendar, click "Add calendar"



4 A window appears, in the left panel click "**Upload from file**"

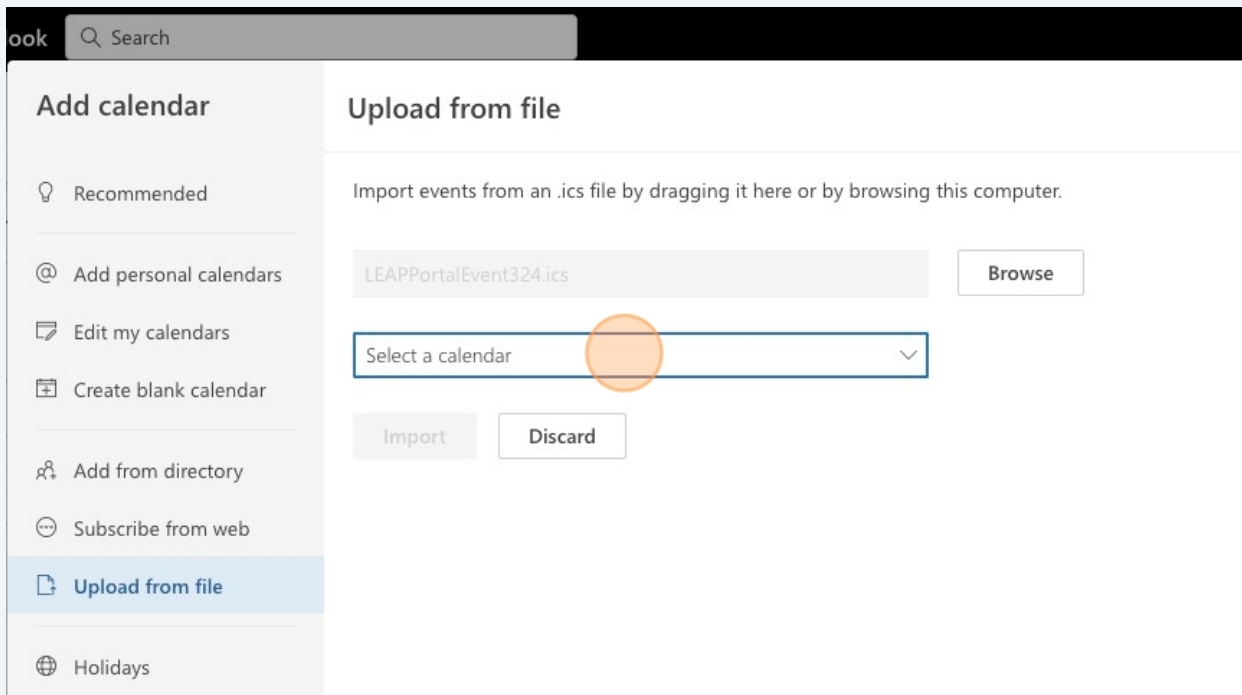


5 Click "**Browse**" and retrieve the `.ics` file you downloaded from the LEAP-RE Platform Event Page.



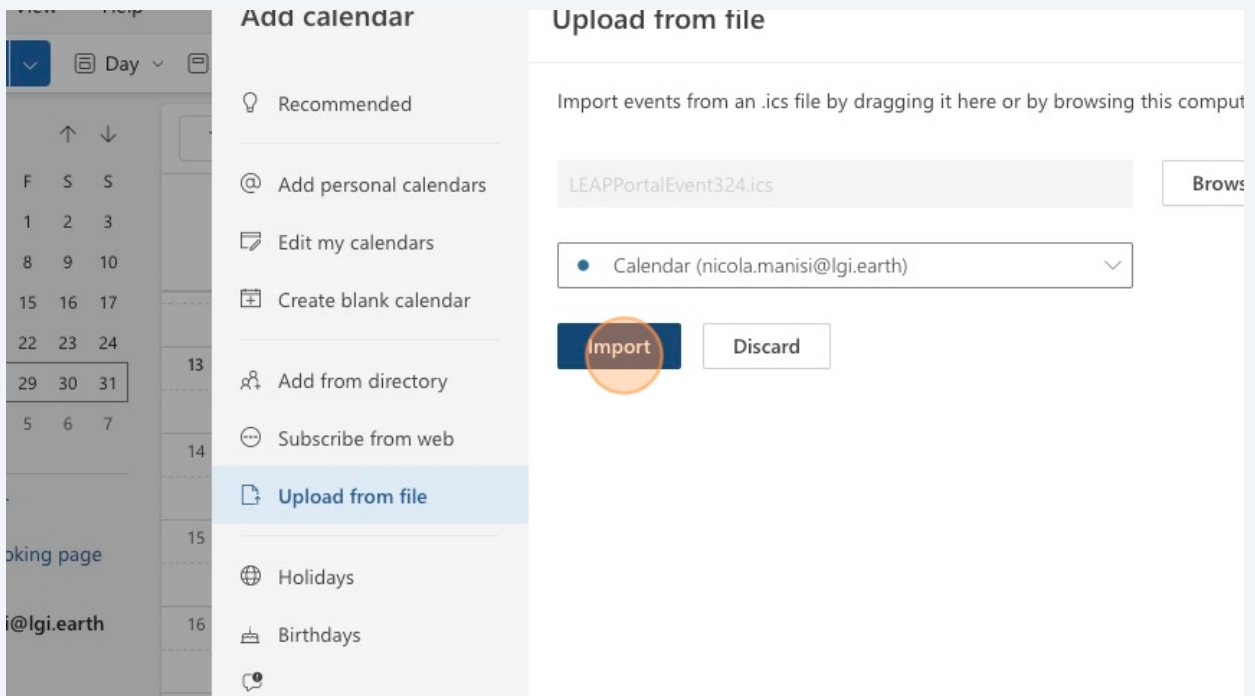
6

Select the calendar to which you want to add the event.
Click **"Select a calendar"** and choose the proper calendar.



7

Finish by clicking **"Import"**



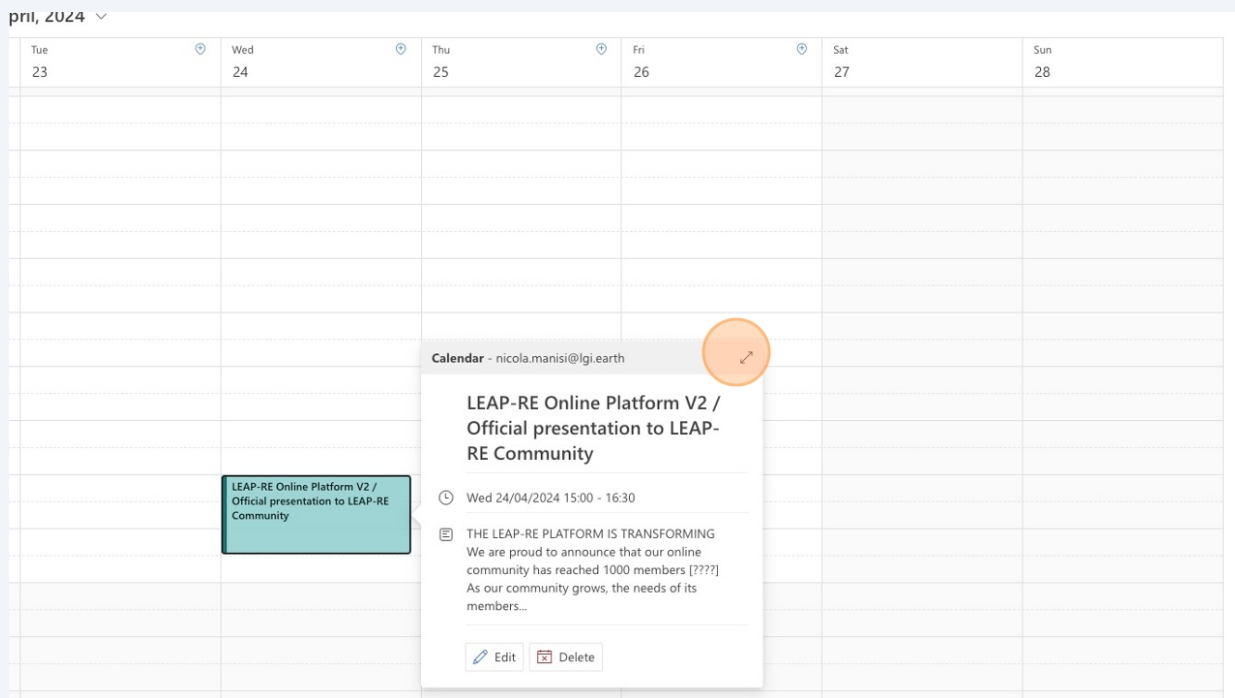
8

The import is confirmed by the banner "**Imported "LEAPPortalEvent324.ics" to Calendar.**"

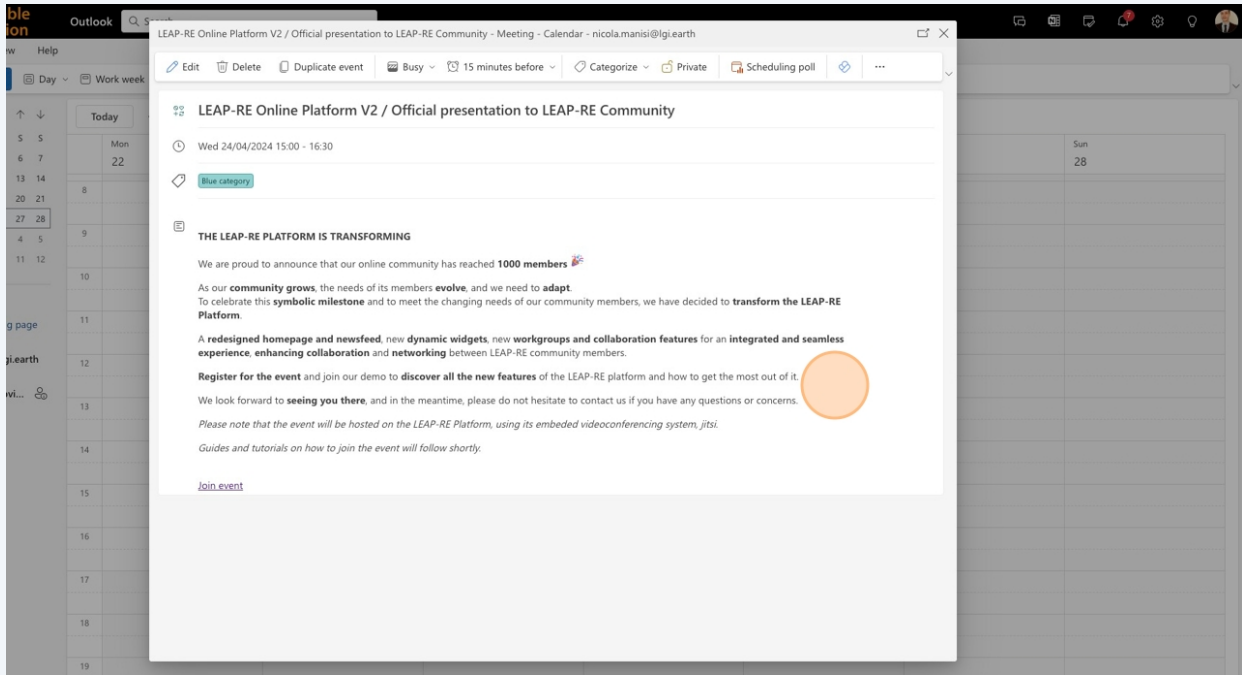


9

The event now appears in your calendar.



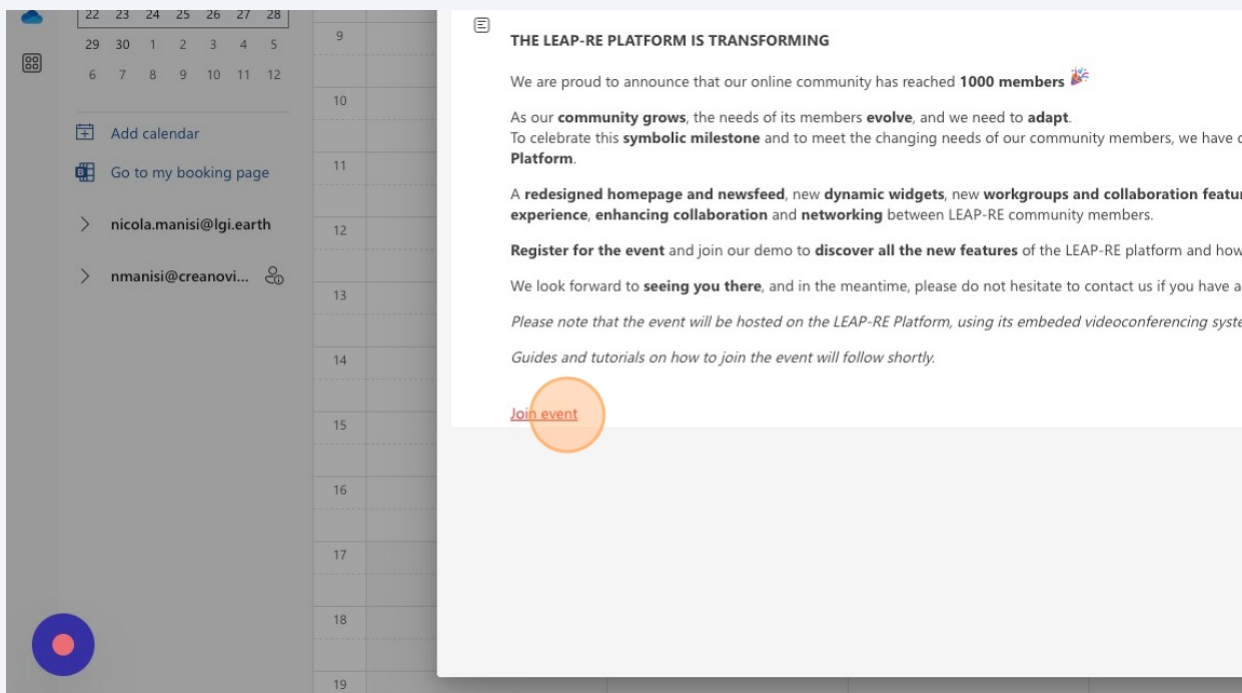
10 The event contains the description of the event.



11 You have the possibility to join the event by clicking the "Join event" link at the bottom of the event.

PLEASE NOTE

Before the event starts, the 'Join event' link directs you to the Event page on the LEAP-RE Platform



12 End of Tutorial