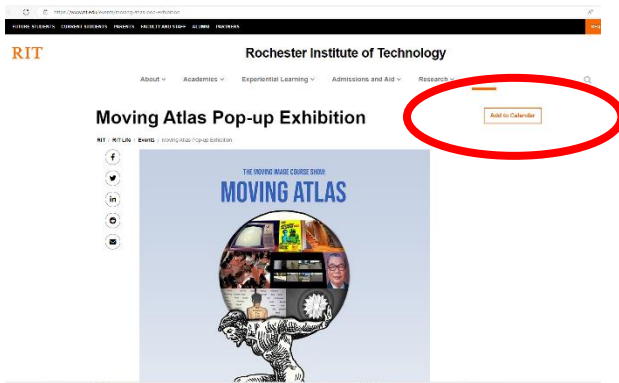


## Add to Calendar from RIT Events Calendar (<https://www.rit.edu/events/>)

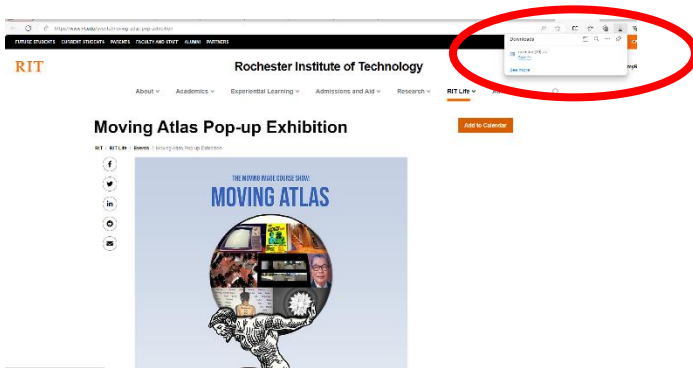
Did you know that if your event is on RIT events, there is often an option to 'add to calendar'?

When you select that, it downloads a .ics file, and when you open the file, it creates a calendar entry that you can then save to your calendar. Often, only the first line of text is brought in.

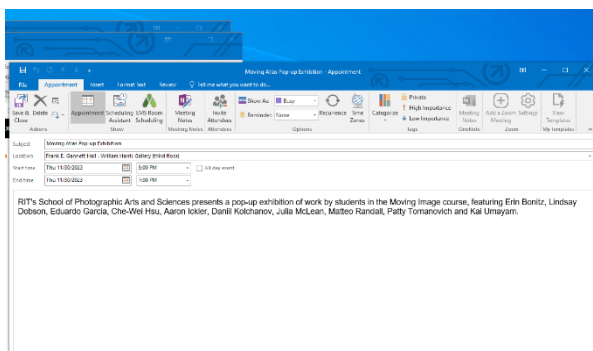
If you copy the paragraph (and contact), you can paste it into the calendar invite notes. Once it's added to your Outlook calendar you can share it with others just like one you create from the start.



Often, the RIT Events will have an option to 'Add to Calendar'



Once you select 'Add to Calendar', there will be a .ics file in your downloads.



When you open the .ics file, after a moment you will get a calendar entry. Here you can edit and then 'save and close', or invite the CAD Calendar and then 'send'.