

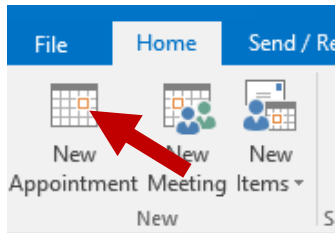
## How to Add an Event Appointment to an Email Message

In Outlook, when you want to invite people to attend a meeting or event, you usually send a meeting request. The recipient can then accept the request and the item is added to his or her calendar.

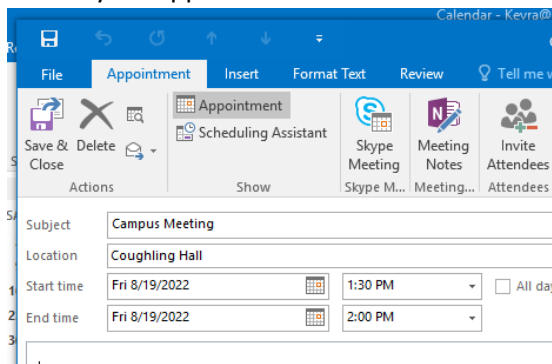
There is an alternative method that works more broadly with Outlook and other calendar programs. A calendar attachment to an iCalendar file can be added to the message body. When the recipient opens the attachment, the event is added to his or her calendar program. Follow the instructions below to learn how.

### Step 1: Create an Appointment

1. Open your calendar in Outlook. On the Home tab, click **New Appointment**.



2. Fill out your appointment details then click **Save & Close**.



### Step 2: Send an iCalendar attachment

1. On your calendar, click the appointment. On the Appointment tab, click the down arrow on the Forward command and select **Forward as iCalendar**. A new message will appear and an iCalendar will be attached. Compose your email.

