

How to create an Add to Calendar Link for an Event

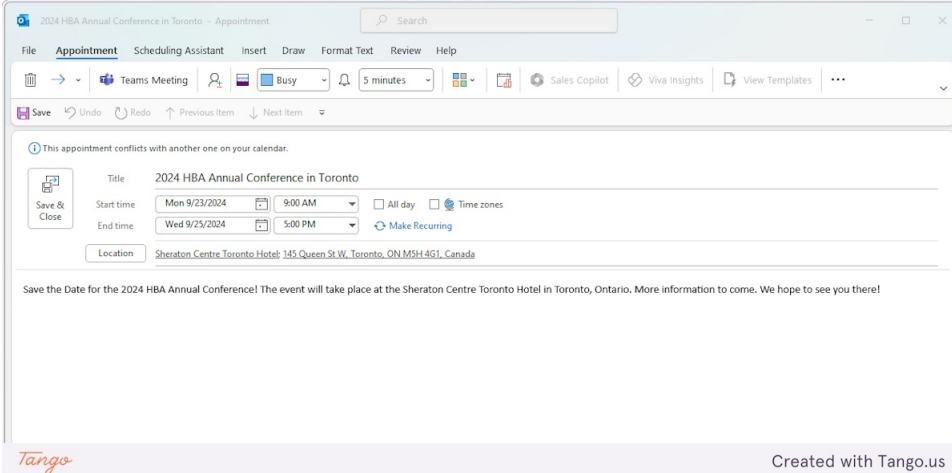
Last Modified on 11/18/2024 1:34 pm EST

Creating an Add to Calendar Link for an Event

Creation Date: Nov 16, 2023

Created By: Bridget Fairbanks

1. CREATE AN OUTLOOK CALENDAR APPOINTMENT WITH THE DETAILS OF THE EVENT.

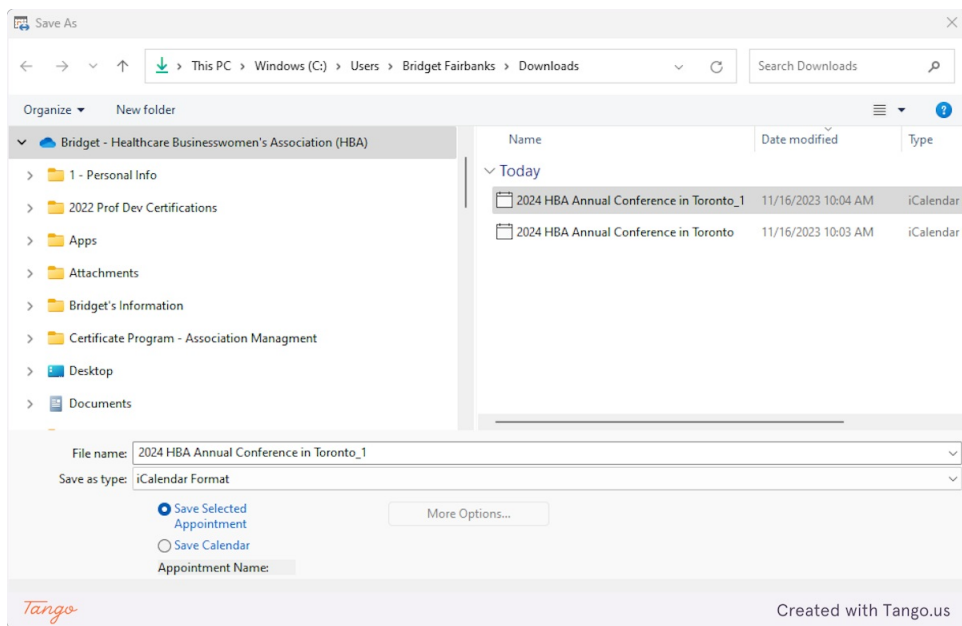


The screenshot shows the Microsoft Outlook 'Appointment' window. The title bar reads '2024 HBA Annual Conference in Toronto - Appointment'. The ribbon includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'. The 'Appointment' tab is active, showing a 'Save' button, 'Undo', 'Redo', 'Previous Item', and 'Next Item' options. A conflict warning states: 'This appointment conflicts with another one on your calendar.' The appointment details are as follows:

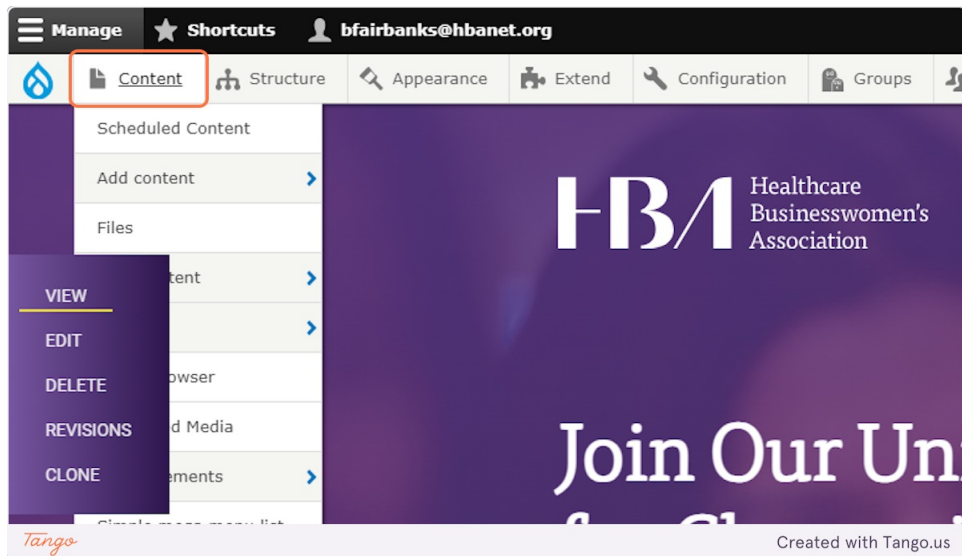
Field	Value
Title	2024 HBA Annual Conference in Toronto
Start time	Mon 9/23/2024 9:00 AM
End time	Wed 9/25/2024 5:00 PM
Location	Sheraton Centre Toronto Hotel, 145 Queen St W, Toronto, ON M5H 4G1, Canada

Additional options include 'All day', 'Time zones', and a 'Make Recurring' link. A message at the bottom reads: 'Save the Date for the 2024 HBA Annual Conference! The event will take place at the Sheraton Centre Toronto Hotel in Toronto, Ontario. More information to come. We hope to see you there!'. The bottom of the window features the 'Tango' logo and the text 'Created with Tango.us'.

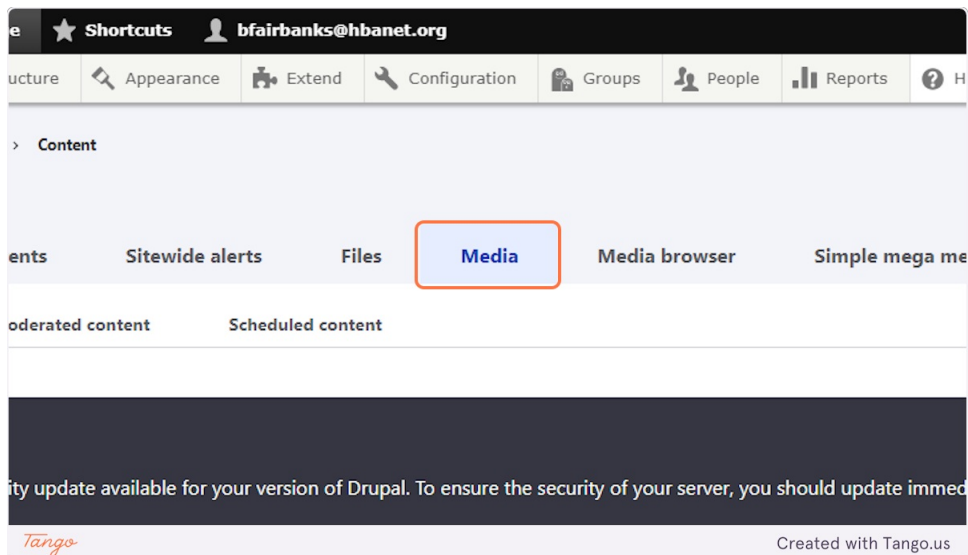
2. WHEN COMPLETE, CLICK ON "FILE" THEN "SAVE AS" AND INPUT A FILE NAME AND SAVE AS TYPE: ICALENDAR FORMAT.



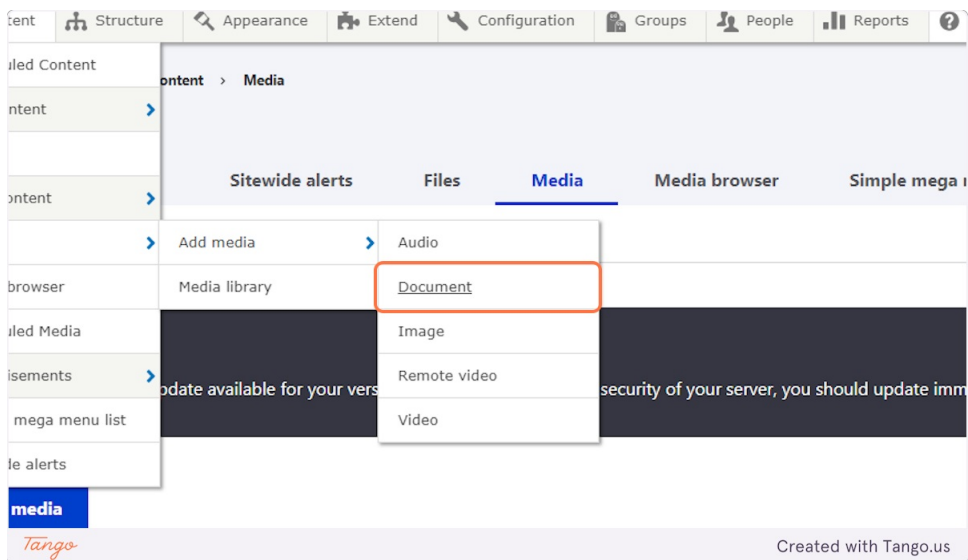
3. LOG INTO DRUPAL AND CLICK ON CONTENT



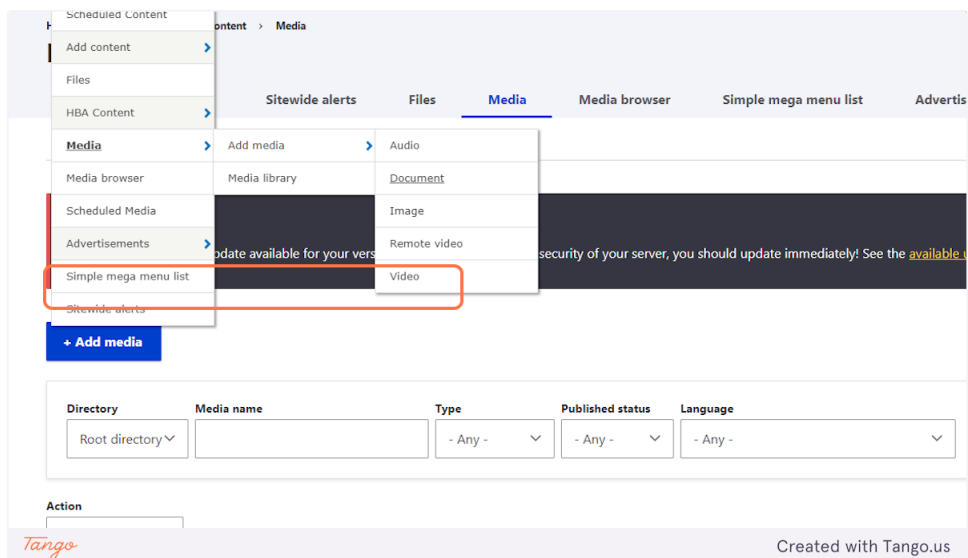
4. CLICK ON MEDIA



5. CLICK ON DOCUMENT



6. TYPE THE TITLE OF THE CALENDAR "2024 HBA ANNUAL CONFERENCE IN TORONTO"



7. SELECT "2024 HBA ANNUAL CONFERENCE IN TORONTO.ICS" FROM FILE UPLOAD MENU

Name *

2024 HBA Annual Conference in Toronto

^ **File ***

Add a new file *

Choose File 2024 HBA A...in Toronto.ics

One file only.
100 MB limit.
Allowed types: txt doc docx pdf ics.

Directory

- None -

The ID of the taxonomy term.

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8. CLICK ON SAVE

URL alias

No alias

Authoring information

By Bridget Fairbanks (25053) on 2023-11-16

☒ Published

Save

Briefly describe the changes you have made.



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9. CLICK ON THE FILE YOU JUST CREATED "2024 HBA ANNUAL CONFERENCE IN TORONTO"

Action

Delete media ▾

Apply to selected items

<input type="checkbox"/>	Thumbnail	Media name
<input type="checkbox"/>		2024 HBA Annual Conference in Toronto
<input type="checkbox"/>		2023 HBA ABM Rules

Tango

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10. RIGHT CLICK ON THE FILE 2024 HBA ANNUAL CONFERENCE IN TORONTO_2.ICS AND SELECT "COPY LINK"

There is a security update available for your version of Drupal. To ensure the security of your server, you should update.

Name *

2024 HBA Annual Conference in Toronto

^ File *

 2024 HBA Annual Conference in Toronto_2.ics (40.44 KB)

Remove

Directory

- None - ▾

The ID of the taxonomy term.

Revision information

New revision

☒ Create new revision

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