Calendar App Integrations

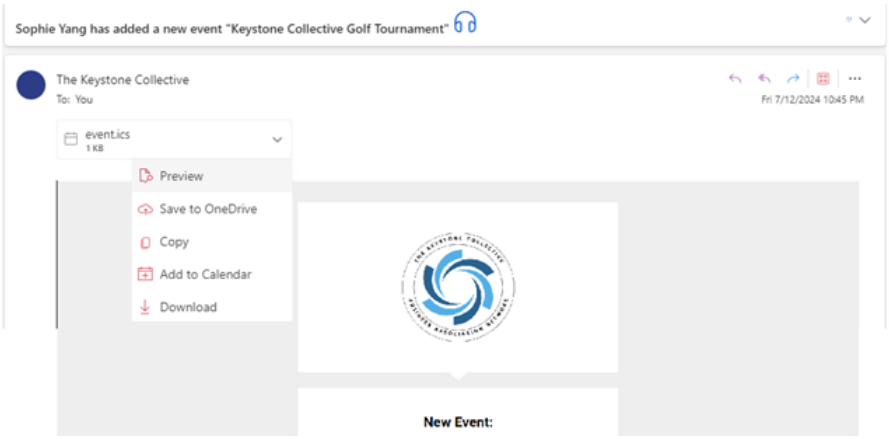
How do I add an event to my Outlook Calendar from my Outlook email account?

To integrate association group events into your Outlook Calendar from your desktop, follow these steps:

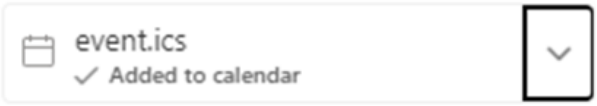
*If you're an admin member creating the event, please select the option to notify members as integrating events into Outlook Calendar will come directly from the email notification.

1. Open the event notification email in your Outlook email account.

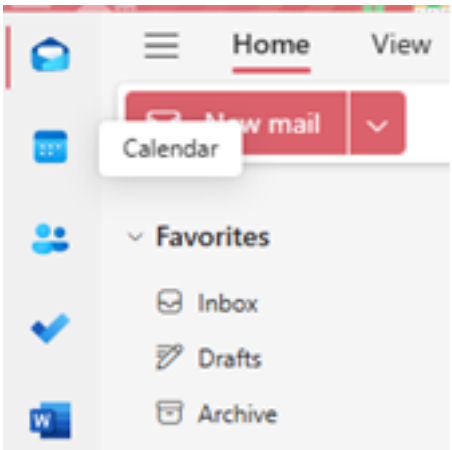
2. At the top of your email, click on the down arrow on the .ics file.



3. Click on Add To Calendar.



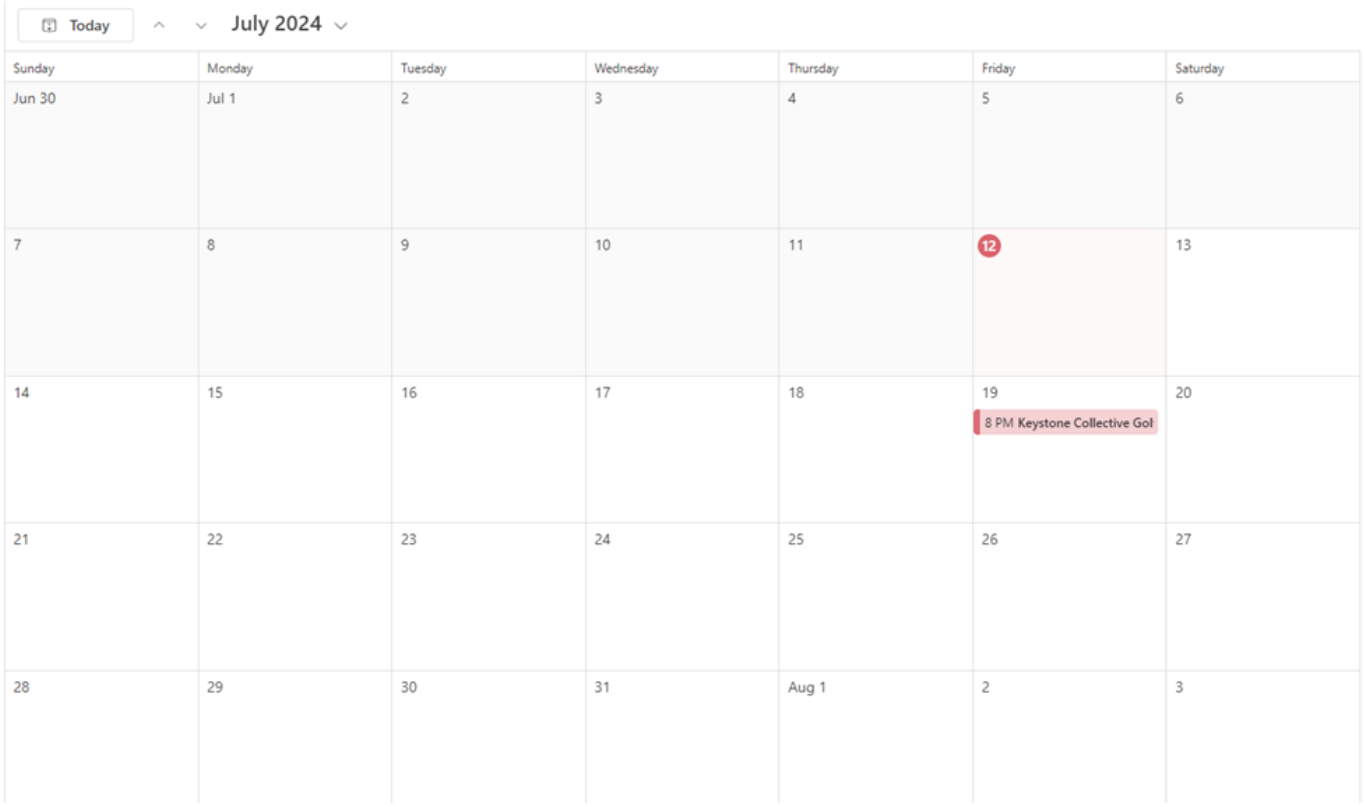
4. Open your Outlook Calendar by clicking on the calendar icon on the left side.



5. Then you'll see the event in your Outlook Calendar.

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Calendar App Integrations



*Please note that changes to the event in Biznomos will not reflect on Outlook Calendar, so they must be manually changed by editing the event manually in Outlook Calendar.

To integrate association group events into your Outlook Calendar from the mobile app, follow these steps:

*If you’re an admin member creating the event, please select the option to notify members as integrating events into Outlook Calendar will come directly from the email notification.

1. Open the event notification email in your Outlook app.

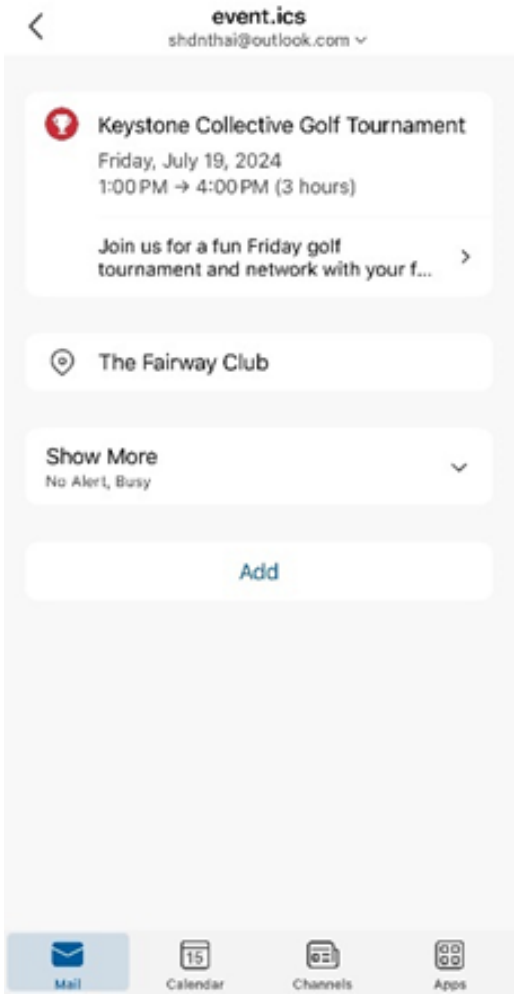
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Calendar App Integrations



2. At the top of your email, click on the .ics file titled “event”.
3. Click on Add.

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4. Then you'll see the event in your Outlook Calendar.

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Calendar App Integrations



*Please note that changes to the event in Biznomos will not reflect on Outlook Calendar, so they must be manually changed by editing the event manually in Outlook Calendar.

Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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Author: n/a
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