# Add Invitation to Calendar

Microsoft Publisher 2010/Outlook 2010/Drupal web development on a PC computer

With the help of all three of these programs a wonderful option has emerged: the ability to create a hyperlink on your email invitation that allows your invitees to add the event to their personal calender directly from the invitation.


① Start with creating a "New Appointment" in Outlook. Fill in all the pertinent information for your event – title of event, location, date and time. It is suggested to copy the text of your invitation and place it in the body of the appointment.
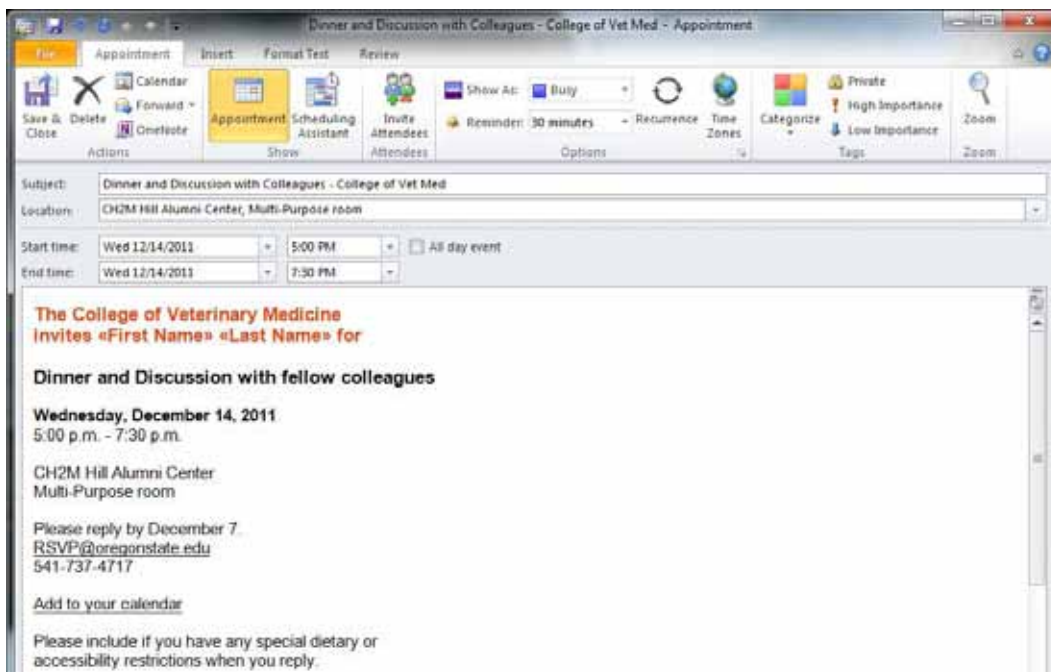
② Once the appointment is to your liking, save the file **on your computer**. (Note: do not simply "Save and Close" the appointment. This will only save the appointment on your calendar. Instead we want to save the appointment as a file to be accessed again on your computer.)

You will be prompted to choose the following:
- Location to save the file
- File name
    - The file name can not contain any spaces and it is preferable that the name is in all lower case.
- Type of file you would like to save the appointment as
   - The file needs to be saved as a "vCalendar Format" (.vcs).
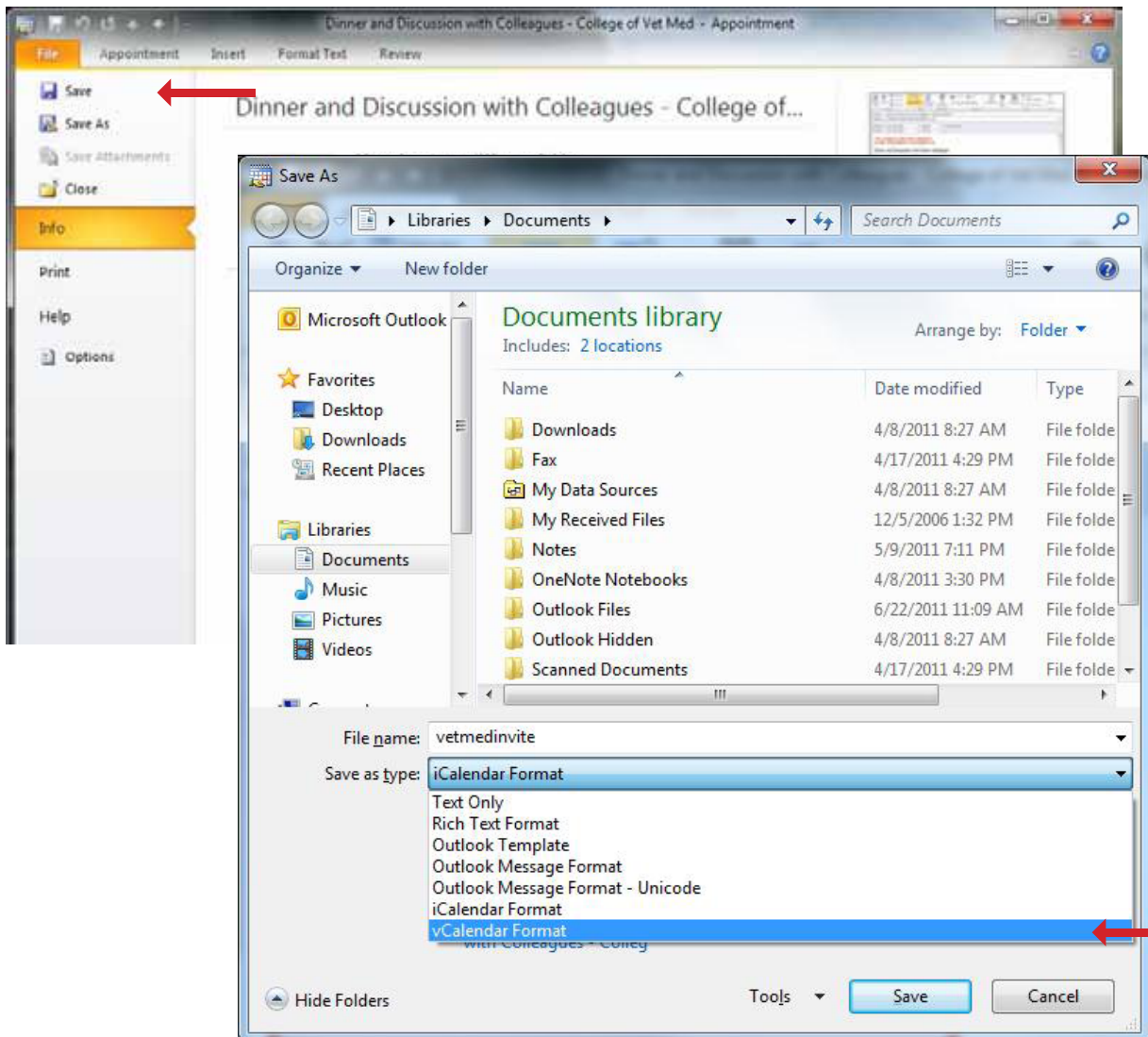
3 Next, you will need to load the .vcs file online. Log into your department's website - these instuctions are for those using Drupal. Once logged in, go to "My account".
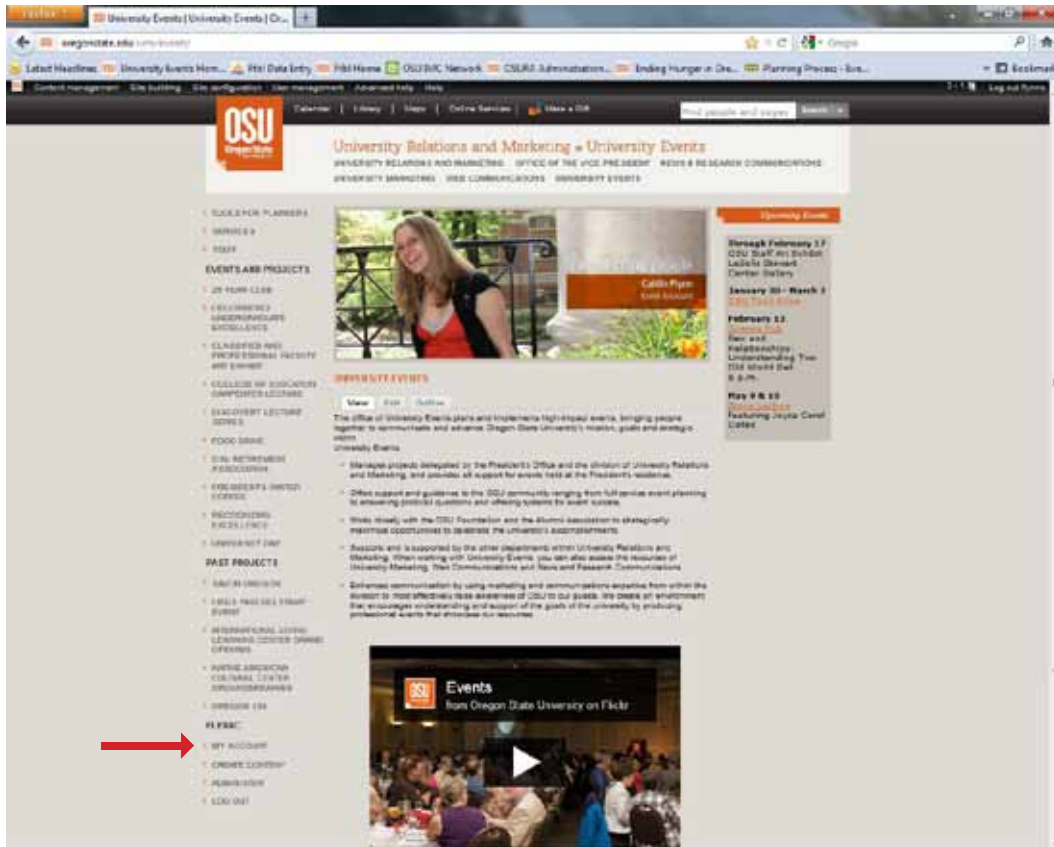

4 Next, go to the "File Browser" which allows you to see all the files contained on your website.

(5) Upload the .vcs file to your file browser by selecting "Upload" and "Browse" to grab the file from where it is saved on your computer.
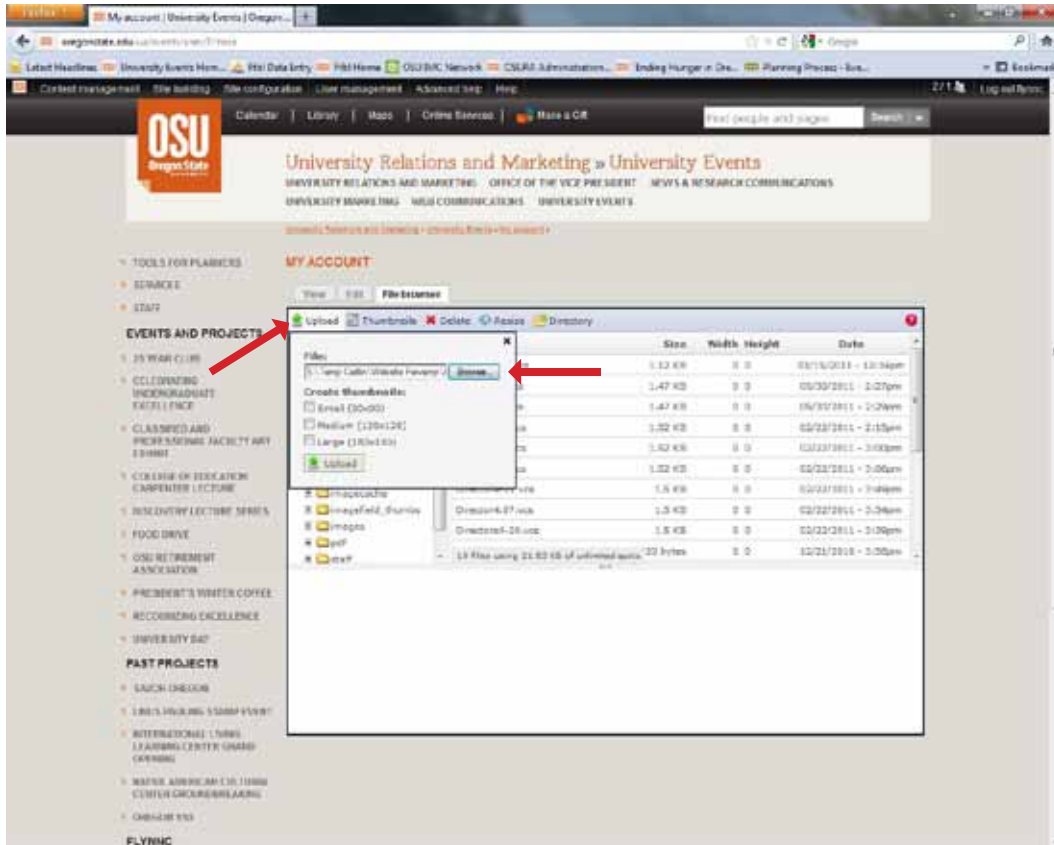

(6) Once the file is uploaded, it will appear in your file browser. You need to remember the name of your file and the website path that it has been uploaded to in order to create the hyperlink on your invitation.
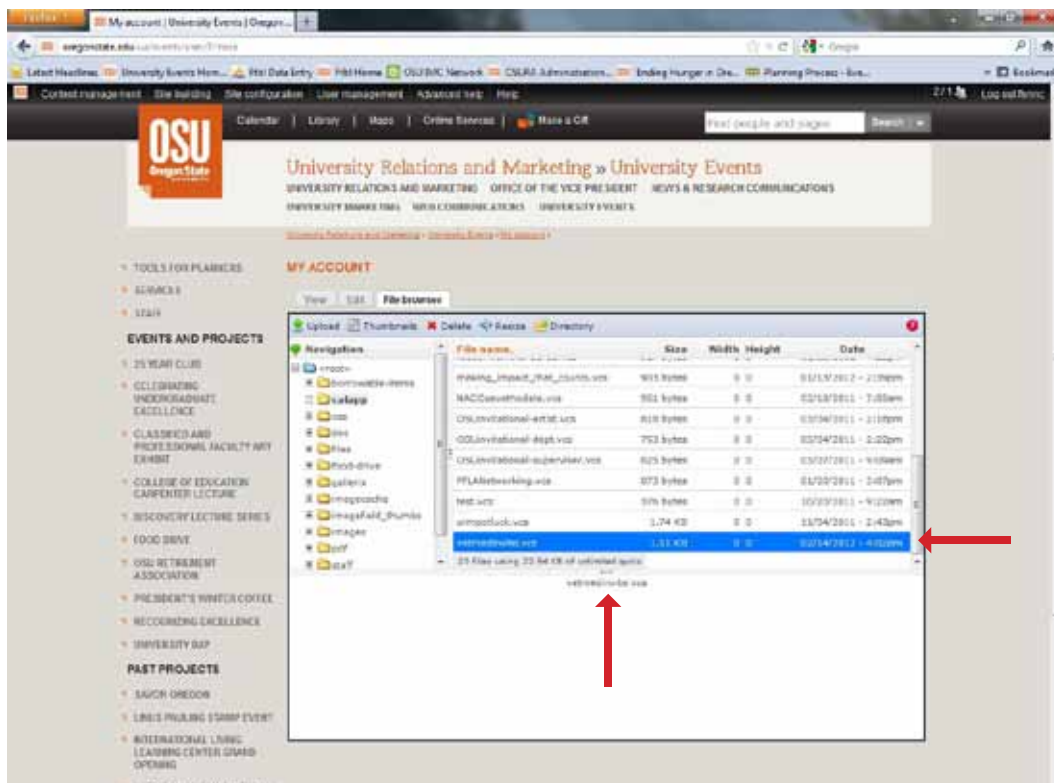
7 Next, create a hyperlink for your invitation. Highlight the text you would like to be included in the hyperlink. Right-click on the text and go to "Hyperlink".
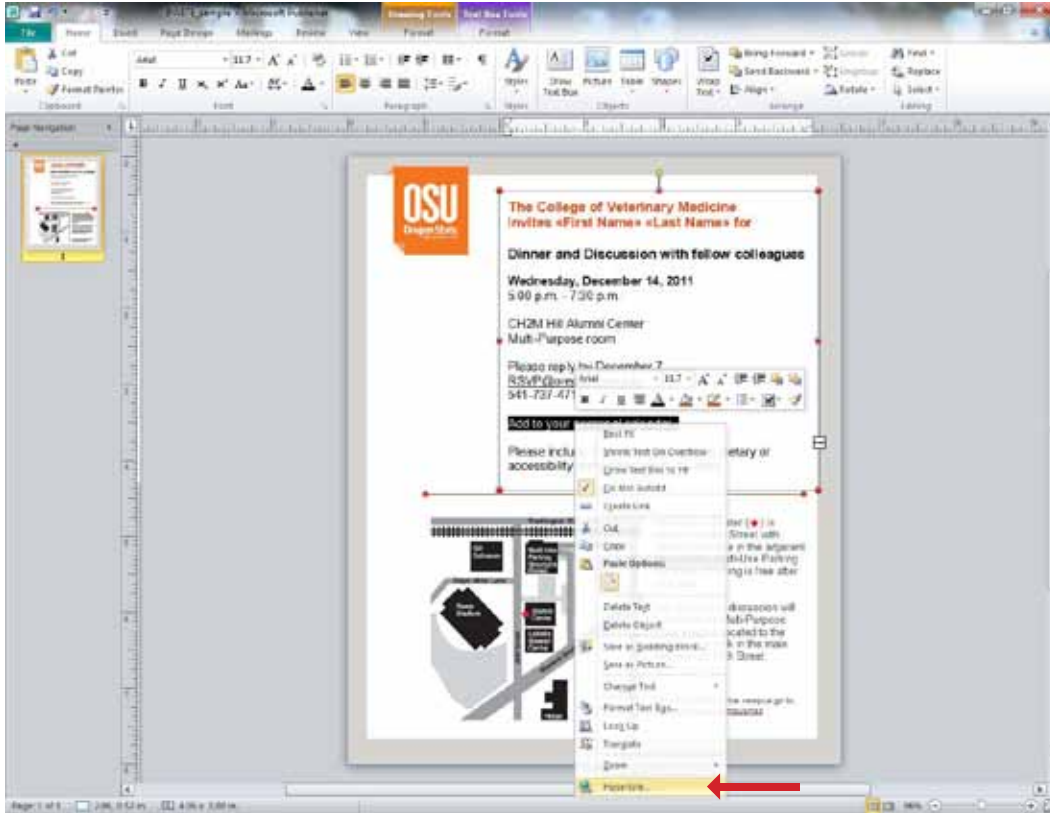

8 On the left side you have the option of where you want to link to. For this purpose, you want to link to an "existing file or web page". The "Address" block is where you will insert your website path along with the file name. Note: this is simply the website location that your file has been saved to.
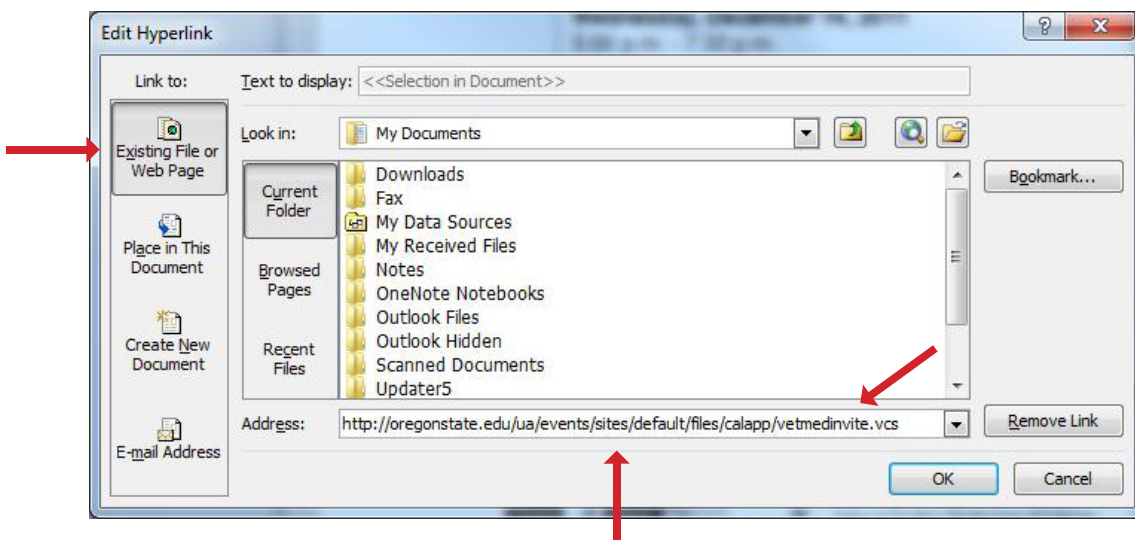
9 Once the hyperlink is saved make sure it is working properly by clicking on the hyperlink. If it has been added correctly a window should appear that asks you if you would like to open the .vcs file.
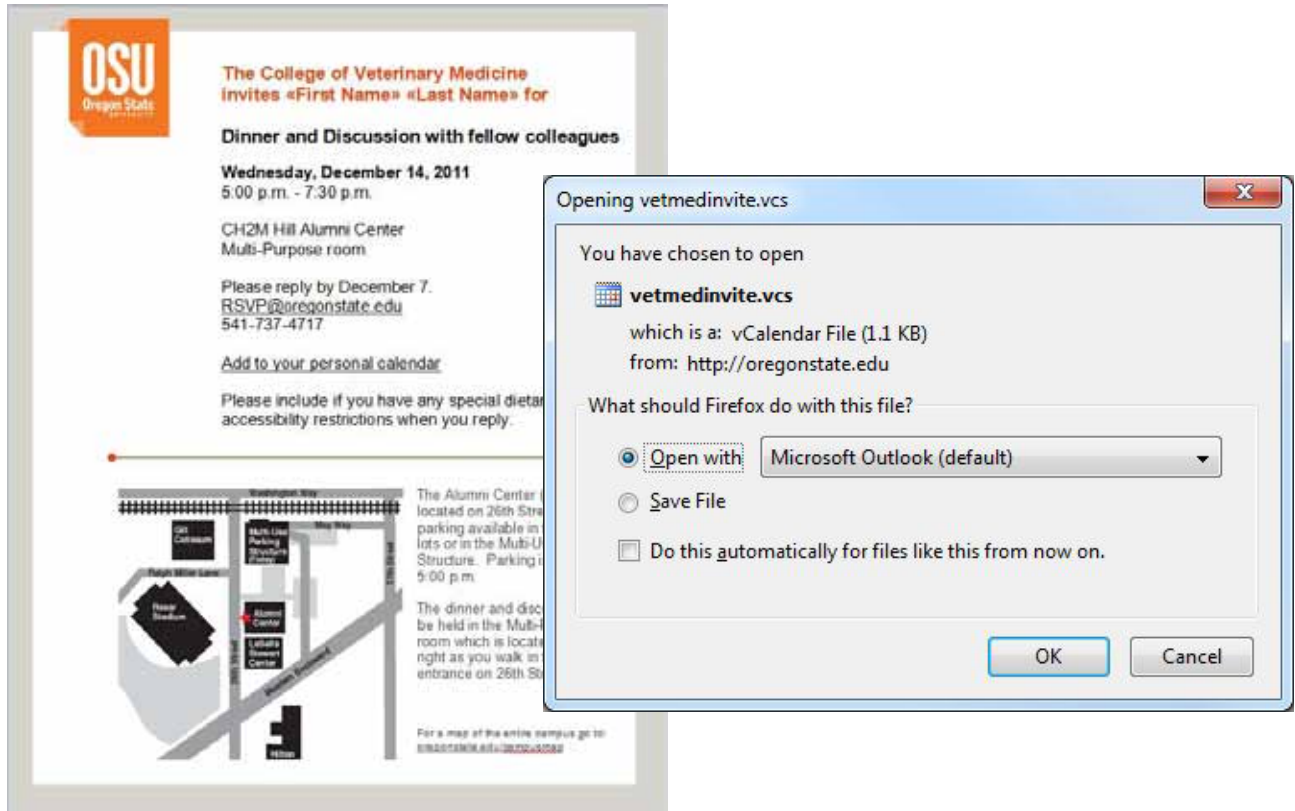
10 This is how the appointment will appear once the .vcs file has been opened. Note that the body text format has changed from the original. This is something that happens in the process of saving the file. Make sure that the information you add to the body of the initial appointment is in a basic format to avoid any significant changes.
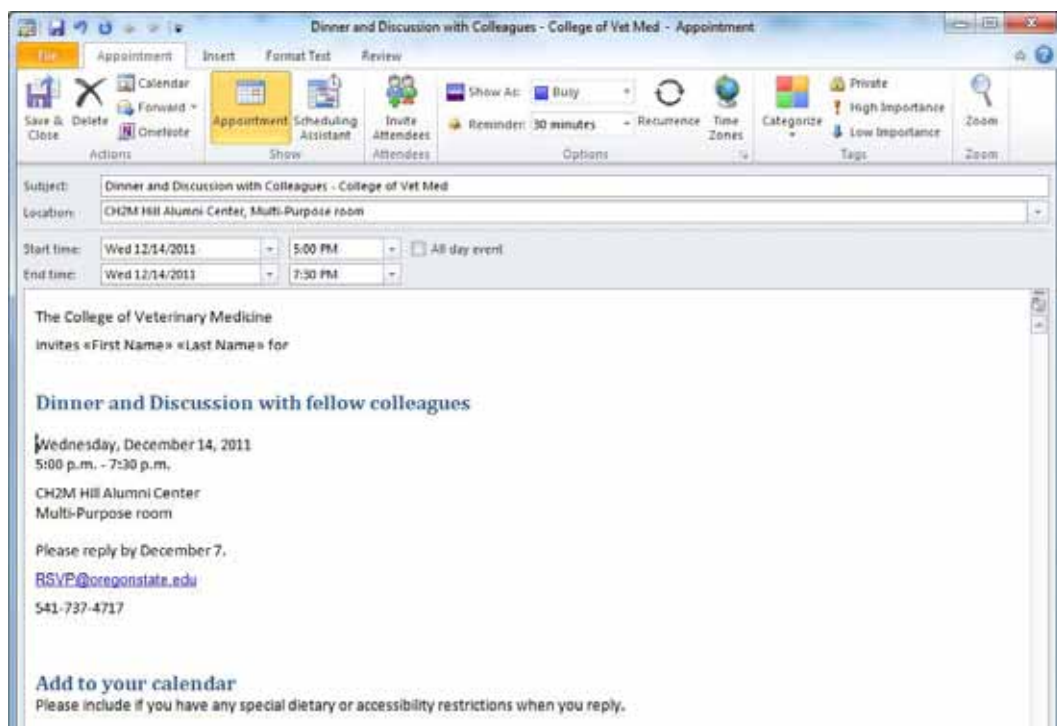
11 Notice that when you "Save and Close" the appointment, it adds into your calendar.