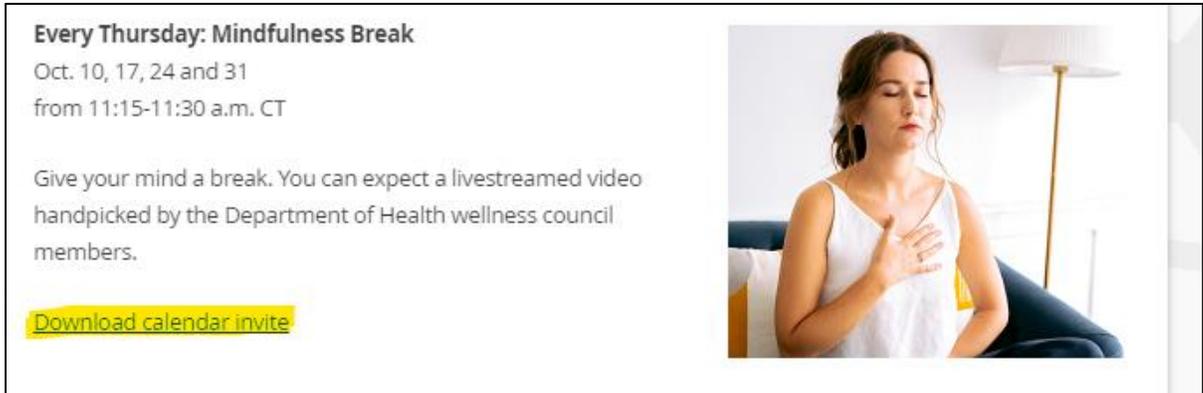
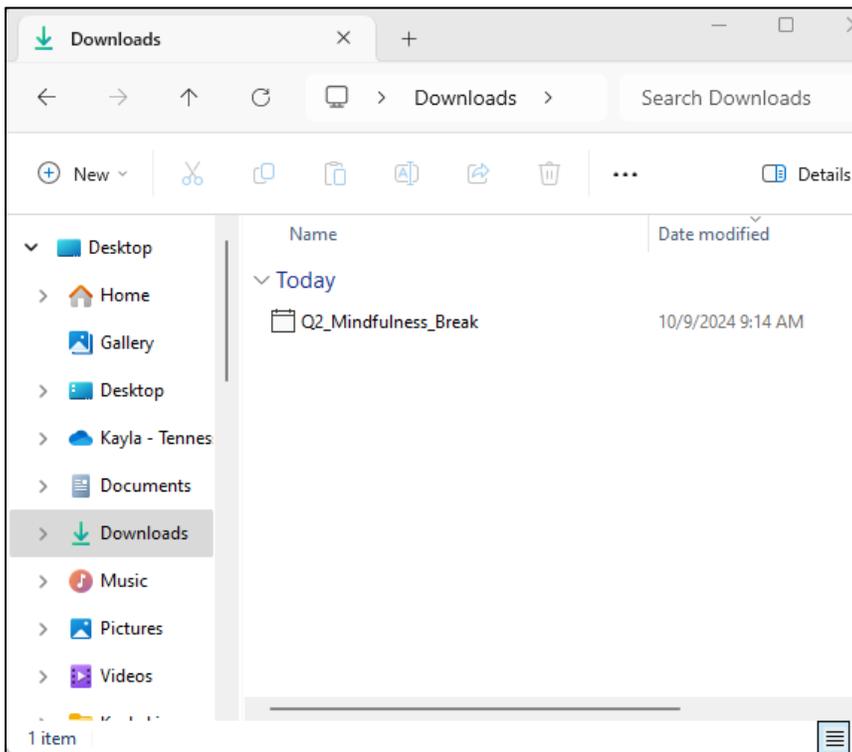


# How to add calendar invites to your Outlook calendar

1. Click the calendar invite to download the file to your “Downloads” folder.



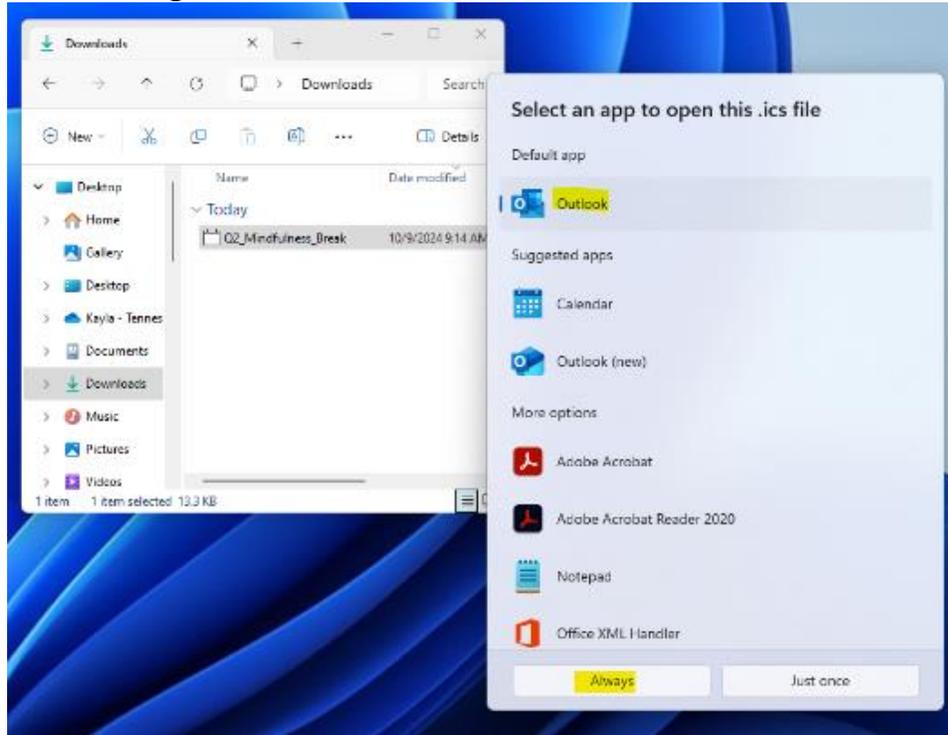
2. From your taskbar, click on the folder icon to open it. On the lefthand side, click on Downloads to open it and right click on the calendar invite file.
  - a. Note: Your list might look different than the one pictured. The items could be in a different order than in our screenshot.



3. Select “Open with”, then click “Choose another app”. Next, select “Outlook” and click “Always”.

**We've heard some people didn't have to click "Choose another app". Instead, when they mouse over "Open with", both Outlook and Outlook (new) appear as options.**

- a. Note: Don't select "Outlook (new)". The new version does not support downloading calendar invites.



4. If you need additional support, please contact the [Strategic Technology Solutions \(STS\) Customer Care Center](#).