Send a generic calendar invite not associated to your email account

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Create an iCalendar (.ics) event file in Outlook to send in an email attachment

Introduction

Sometimes when you create an event in your Outlook calendar, you will also want to create a downloadable version of the event to send as an email attachment or to host on a website. To do this, you can create an iCalendar (.ics) file using the desktop version of Outlook.8

Instructions

Follow these steps to create, download and share an iCal attachment of an event in your Outlook calendar:

1. Create your event or meeting. You can create it via the web or desktop version of Outlook.
2. Open your calendar in the Outlook desktop application.
3. In your Outlook calendar, find the event you want to create an iCal link for. Double click on the event to open it.
4. In the meeting menu, click on **Forward down arrow** to the right of the Delete button.



5. In the dropdown, click **Forward as iCalendar**. This will launch a new email message. You will see that the event has been attached to the email as an iCal file.
6. From here, you can send the message to your chosen recipient(s) by adding an email address to the To field and clicking **Send**.
7. If you wish to download the iCal file to your computer, click on the **small down arrow** on the right side of the iCal email attachment and then click **Save As**.



8. Select a location to save your iCal file to when prompted. Once complete, you will have an iCal version of the file stored on your computer that you can share with others.

Once you have saved the iCal link to your computer, you can:

- Attach the iCal file to as many emails as you would like. People can download the iCal file to add the event to their calendars.
- Upload the iCal file to a website so that people can download the link to save the event details to their calendars. For example, in WordPress you would upload the file to the Media Library and then link text on your website to the new iCal file URL.