Published on *University of Colorado* (https://www.cu.edu)



# Updating Events Settings in Outlook [1]

February 7, 2023 by Staff [2]

Travel itineraries importing to your calendar got you down?

If travel itineraries are being added to your calendar when you receive email reminders, your Outlook settings may need to be updated to prevent this from happening. To update, you can follow these simple steps to fix the issue:

Click here to download the **How-To Guide** [3].

Travel and Expense [4]
**Send email when Published:**
Yes

**Source URL:**https://www.cu.edu/blog/psc-communicator/updating-events-settings-outlook

**Links**
[1] https://www.cu.edu/blog/psc-communicator/updating-events-settings-outlook
[2] https://www.cu.edu/blog/psc-communicator/author/69272 [3] https://www.cu.edu/doc/updating-events-settingpdf [4] https://www.cu.edu/blog/psc-communicator/tag/travel-and-expense