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Add a SharePoint event to your Outlook calendar [1]

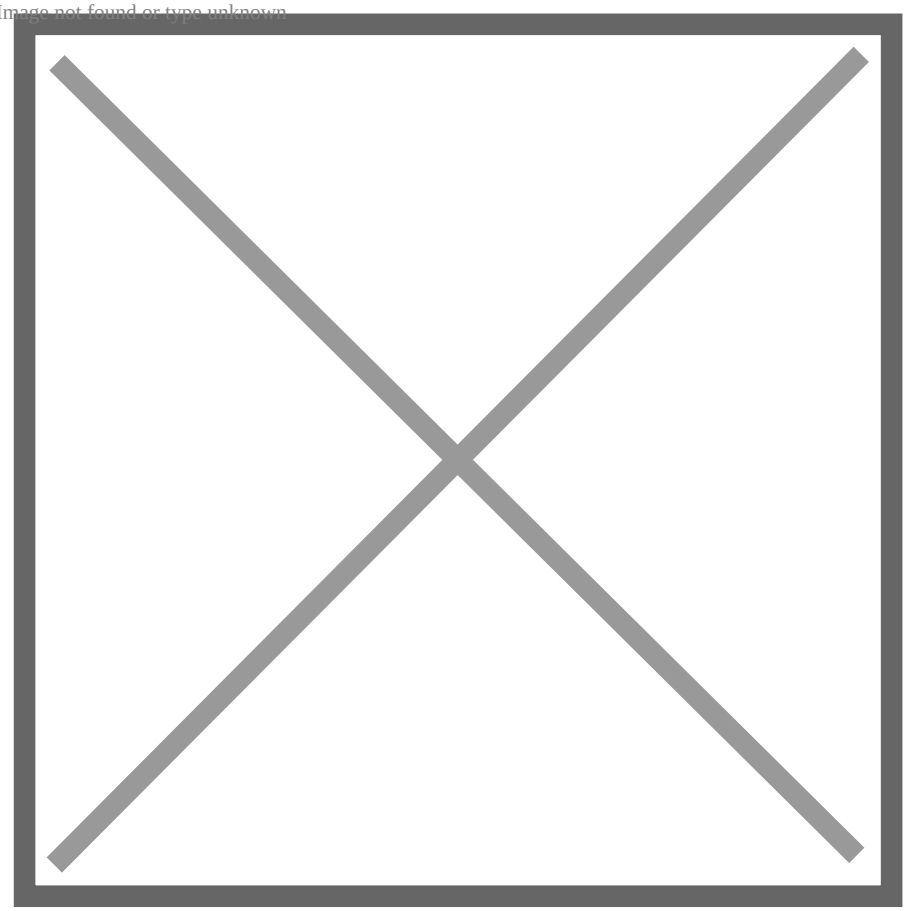
October 13, 2026 by ES and UIS Communications [2]

You can add an event from a SharePoint page into your Outlook calendar to receive reminders and block space for events you are attending.

How do I add a SharePoint event to my Outlook calendar?

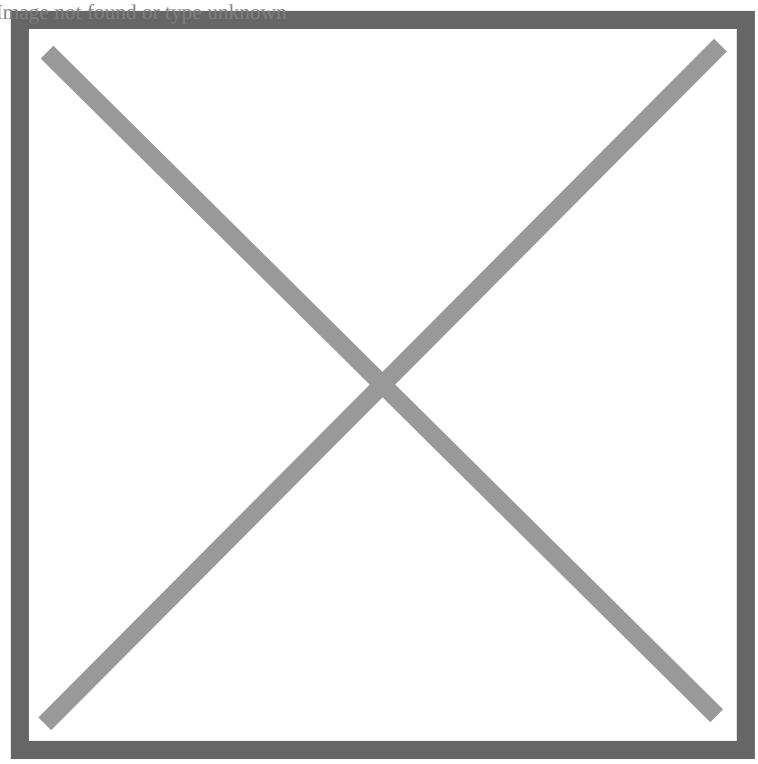
1. Go to the SharePoint page that lists the event you want to add, such as the CU System Connect [3] calendar.
2. Select the event to open its details.

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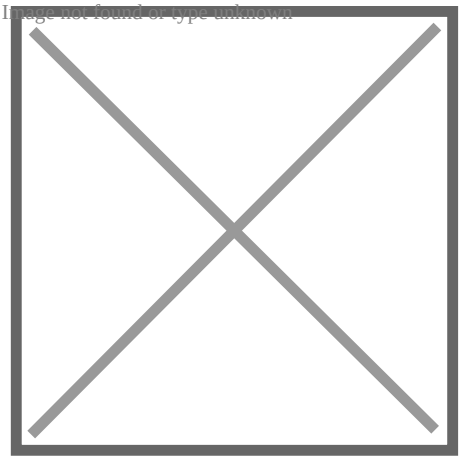
3. Select **Add to my calendar.**

Image not found or type unknown



4. A .ics file will download from the event. Opening the file from your browser or your downloads folder will add the event to Outlook in a new window.
5. Select **Add to calendar** to confirm.

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Can I add events from my phone?

No. The **Add to my calendar** option is available when you view the page in a web browser, so you'll have to use your desktop.

Remember: Once an event is on your calendar, double-check the date and time. If the event changes on the SharePoint page later, you may need to update your Outlook calendar to match as it does not update.

SharePoint [4], Microsoft [5], Outlook Calendar [6]
Send email when Published:
No

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