

Add a SharePoint event to your Outlook calendar ^[1]

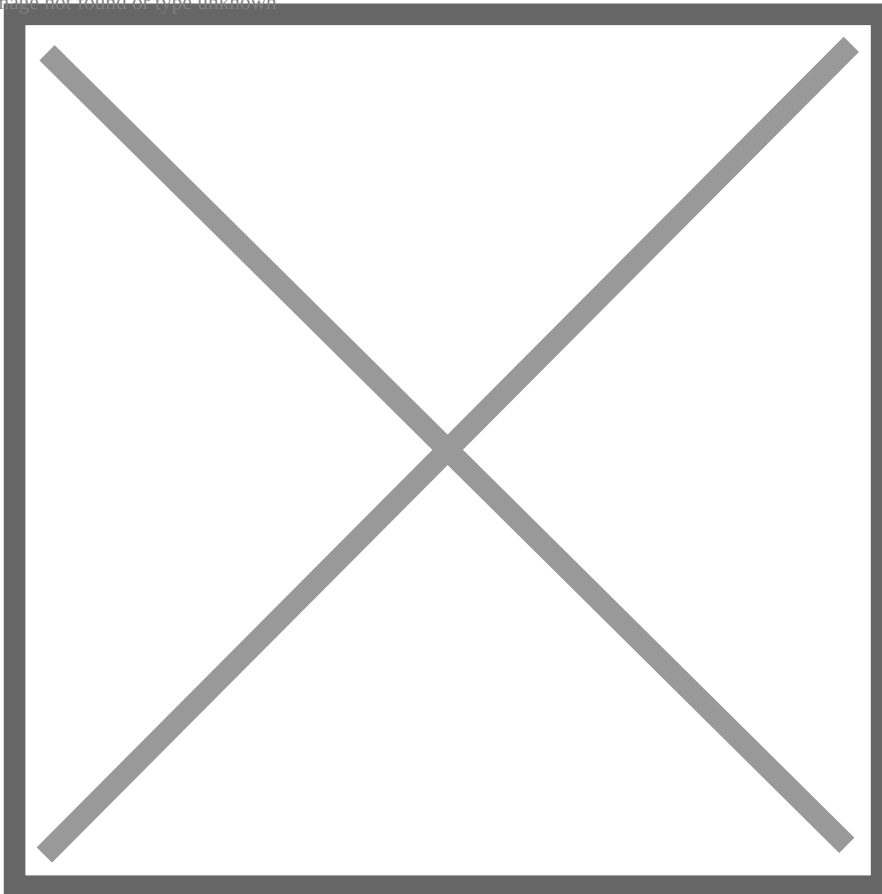
October 13, 2026 by [ES and UIS Communications](#) ^[2]

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?

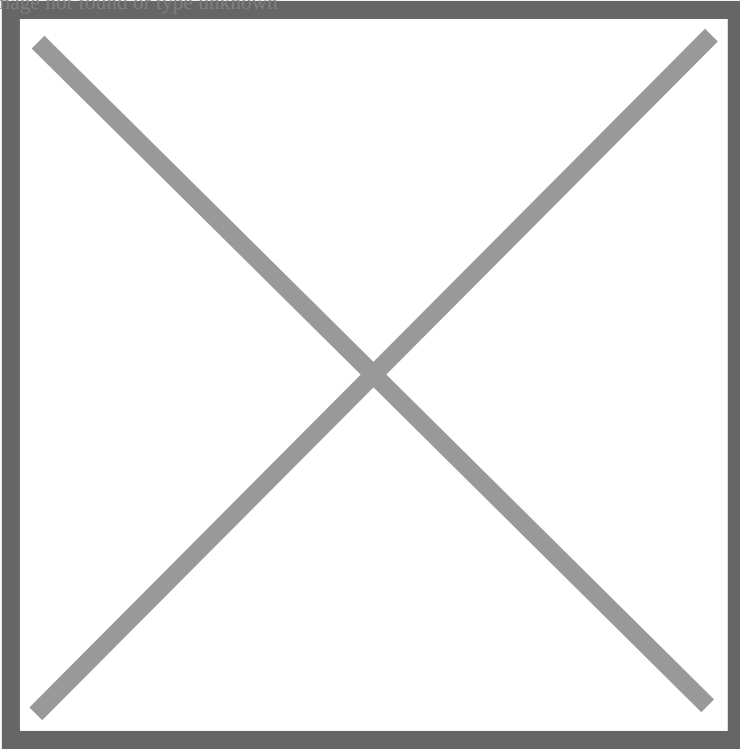
1. Go to the SharePoint page that lists the event you want to add, such as the CU System Connect calendar.
2. Select the event to open its details.

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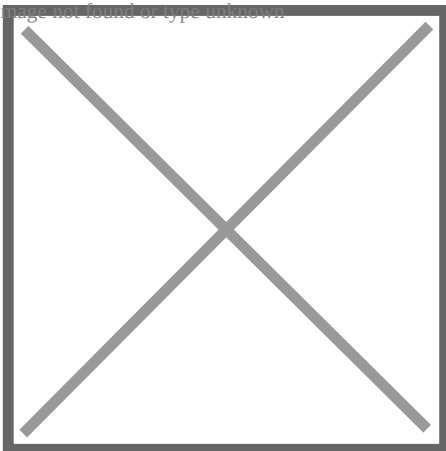
3. Select **Add to my calendar**.

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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 computer.

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.

[SharePoint](#) [3], [Microsoft](#) [4], [Outlook Calendar](#) [5]

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