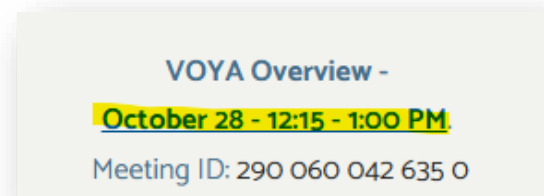


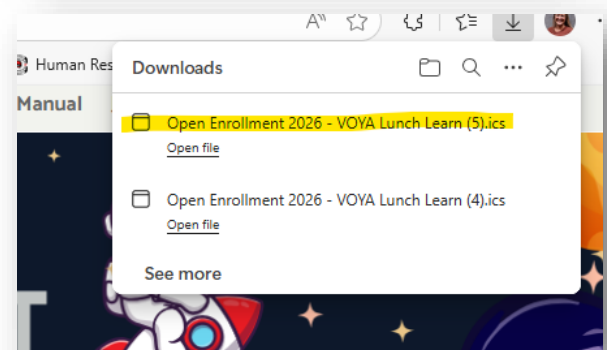
JOB AIDE – How to save iCalendar to an Outlook Calendar or Join using a Meeting ID

Save iCalendar to an Outlook Calendar

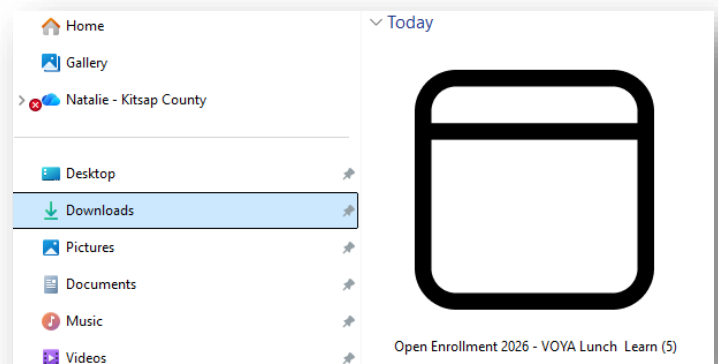
Step 1 – Click the Link to Download iCalendar File



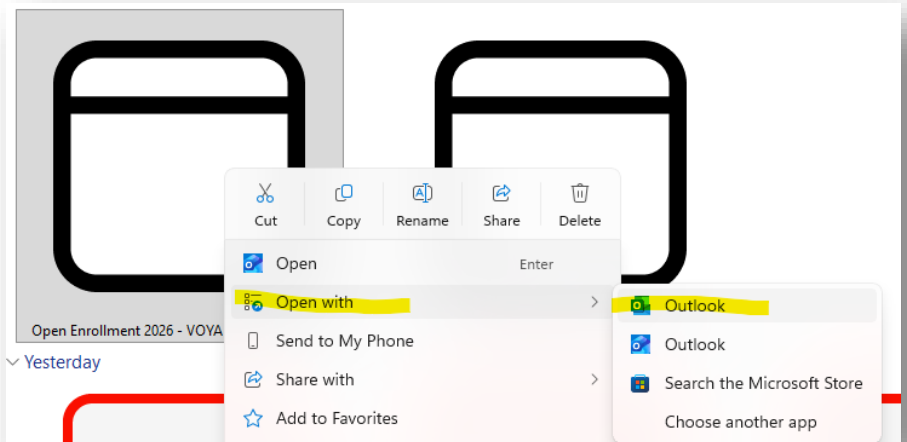
Step 2 – You will notice a downloads box open at the top of your browser screen



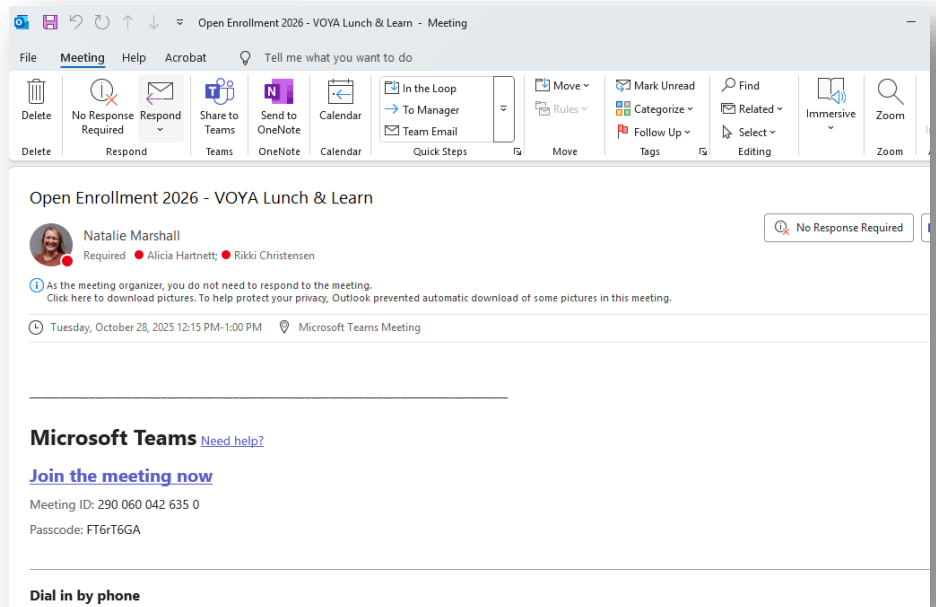
Step 3 – Go to your computer's *Downloads Folder* and you will notice the iCalendar file downloaded there



Step 4 – Right Click on the iCalendar File and click on Open With and select the top Outlook Option (the desktop version)

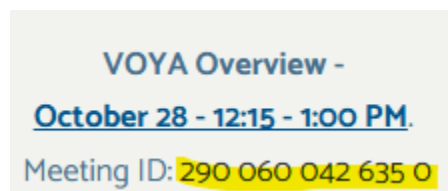


Step 5 – The Outlook Calendar Appointment will appear to save to your calendar



How to join a Teams Meeting using a Meeting ID

Step 1 -- Copy the Meeting ID #



Step 2 – Open the Teams app and go into your calendar:

- **At the top right click on the button # *Join a meeting with an ID***
- **Paste in the meeting ID**
- **Click *Join meeting***

