

Adding Multi day Events to your Outlook Calendar

Occasionally, you may have an Event in Registration/Certificate that is a multiple day event. The steps to add all instances of the events to your Outlook Calendar are provided below.

- Sign In to your Account

Home Registration Cart: [0 items](#)

Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Evaluations & Certificates

- Click the **Registrations/Certificates** link on the left.
- Click **Past Sessions**.
- Click the **Evaluation** link to complete the evaluation. The **Certificate** link will appear when

Upcoming Sessions

Friday 8/1/2014
[Creative Curriculum](#)
Administration, Main Computer Lab
Tuesday 8/5/2014
[Learning Strategies in the Science Classroom](#)
Administration, Online Location
[more sessions...](#)

- Go to your **Registration History** page to view your **Upcoming Sessions**

Registration History/Certificate Registration Cart: [0 items](#)

Upcoming Sessions | Past Sessions | WaitingList | Online Sessions

Session ID	Title	Start Date	Location
26776	Fun With Words Change Registration Cancel Registration Print Confirmation	10/31/2014 8:00 AM	Administration, RM 201

- Click to select the Calendar icon, next to the Event with multiple dates
- Depending on the browser, a prompt will appear

Do you want to open or save **Fun With Words.ics** from **escweb.net**?

- If using Microsoft Outlook, select **Open** then click **Accept**. The event will be added to the Outlook calendar.

Fun With Words - Meeting

Meeting Developer Add-ins Adobe PDF

Respond:

Actions:

Options:

The organizer has not requested a response for this meeting.

From: messenger@escvive.net Sent: None

Required:

Optional:

Subject: Fun With Words

Location: Administration RM 201

When: Friday, October 31, 2014 8:00 AM-1:30 PM

Description: learn ways to encourage creative spelling.