

Add to Calendar feature in Content Hubs

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 This article is designated for all users.

About

The **Add to calendar** option lets you save session details to your calendar.

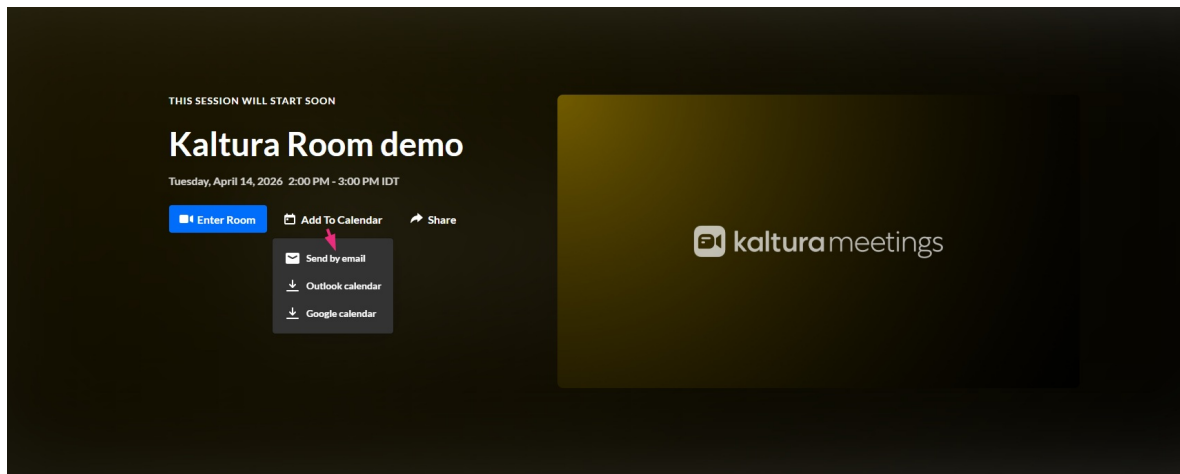
You can download the invite or have it sent to your email. The invite works with Google Calendar, Outlook, and other calendar apps.



If the site uses an 'RSVP' function, the usual **Add to calendar** button will be replaced by an **RSVP** button. Depending on the site's settings, you may still be able to download or receive a calendar invite from the RSVP button. To learn more, see our article [RSVP in legacy Video Portal - Attendees guide](#).

Add a session to your calendar

1. Go to the [media page](#) of the session.
2. Click **Add to Calendar**.



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3. Choose one of the following options:

- **Send by email** - Sends the invite in your inbox. The invite will include session name, start time, description, and direct session link.
- **Google Calendar, Outlook, or another format** - Downloads the invite to your



preferred calendar.

What happens after you add to calendar

- If you select 'Send by email', you'll see a confirmation message when the email is sent.
 - If you're not logged in, you'll be asked to log in before the email can be sent.
 - If session details change, your calendar invite will be updated with the new information.
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