

Add to Calendar feature in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

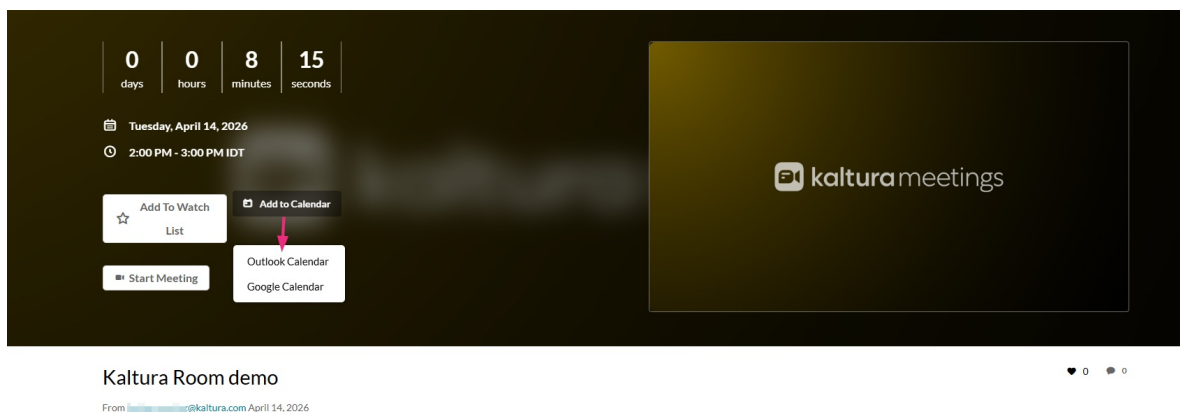
About

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

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

Add a session to your calendar

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



3. Choose one of the following options to download the invite to your preferred calendar:

- **Google calendar**
- **Outlook calendar**

If session details change, you can receive an updated calendar invite.