

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

Upcoming Sessions
Friday 4/1/2016
[Multi-venue Science Leadership Network](#)
Model Service Center Main Office, Online Location
[Recognizing Reimbursable Meals and Offer versus Serve](#)
Model Service Center Main Office, RM 101
[Achievement Series](#)
Model Service Center Main Office, RM 103
[Multi-venue Science Leadership Network](#)
Aldine ISD, Aldine HS
[more sessions...](#)

Contact Us
Contact us if you have questions regarding upcoming sessions or questions about this website.

- 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

Accept Tentative Decline Reply Reply to All Forward Delete Move to Calendar Folder Other Actions Categorize Follow Up Mark as Unread Related Select Find

The organizer has not requested a response for this meeting.

From: messenger@esdive.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.