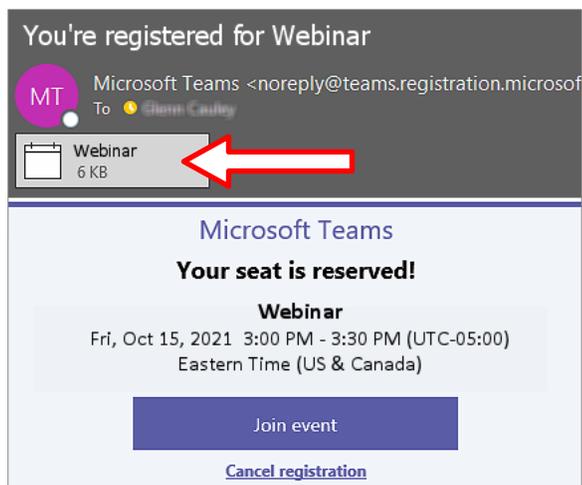# Adding a webinar event to your calendar

After you have successfully registered for a University of Ottawa Heart Institute (UOHI) webinar, you will receive a confirmation email at your registered email address. The confirmation email will include an ICS file for the event, which you can import into your own calendar to block the time and mark the details.

**Note:** An ICS file is used by many email and calendar programs such as Microsoft Outlook, Google Calendar, and Apple Calendar.

Follow the steps below to add a UOHI webinar event directly into your calendar.
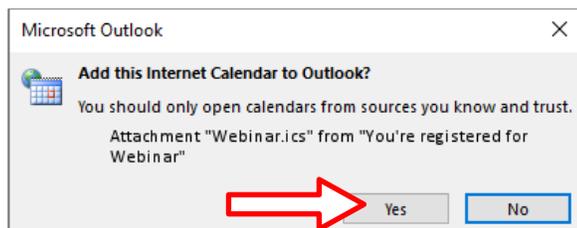
## On a computer:

1. Open the confirmation email.

2. Double-click the attached .ICS file.



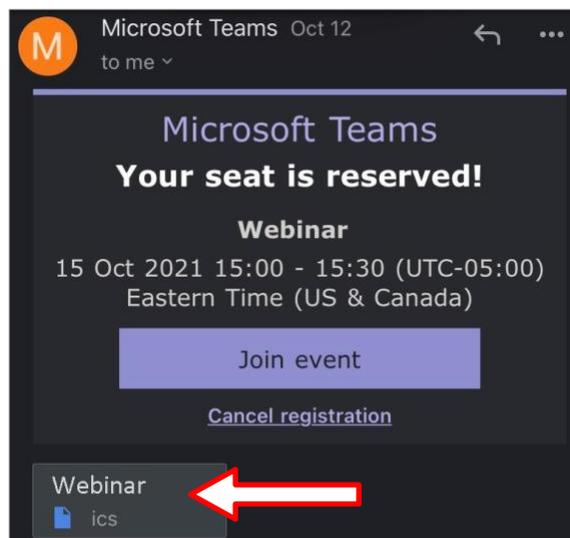*A dialog will appear, prompting you to add the webinar event to your calendar.*

3. Click **Yes**.



*The webinar event is added to your calendar.*

## On a mobile device:

1. Open the confirmation email.

2. Tap the attached .ICS file.



*The webinar event is added to your calendar, and a confirmation appears.*