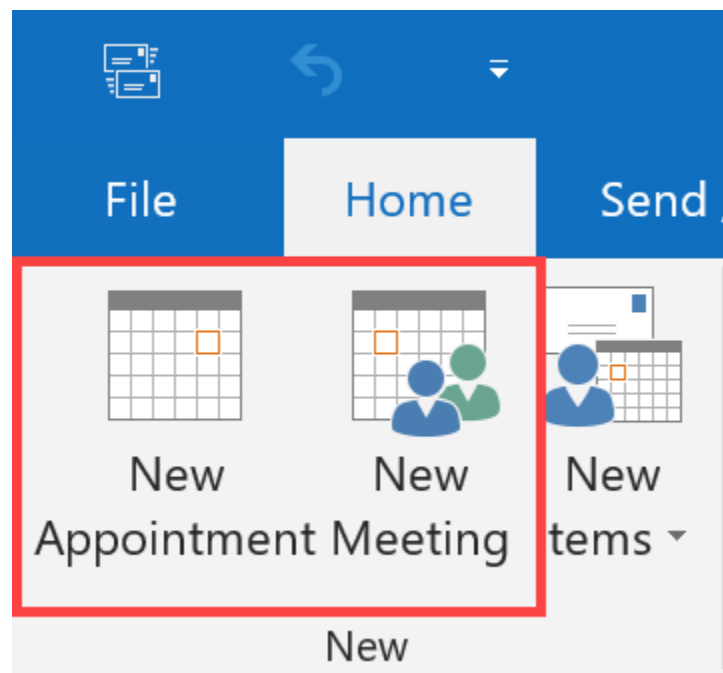


# How To Attach a Document to a Calendar Invite

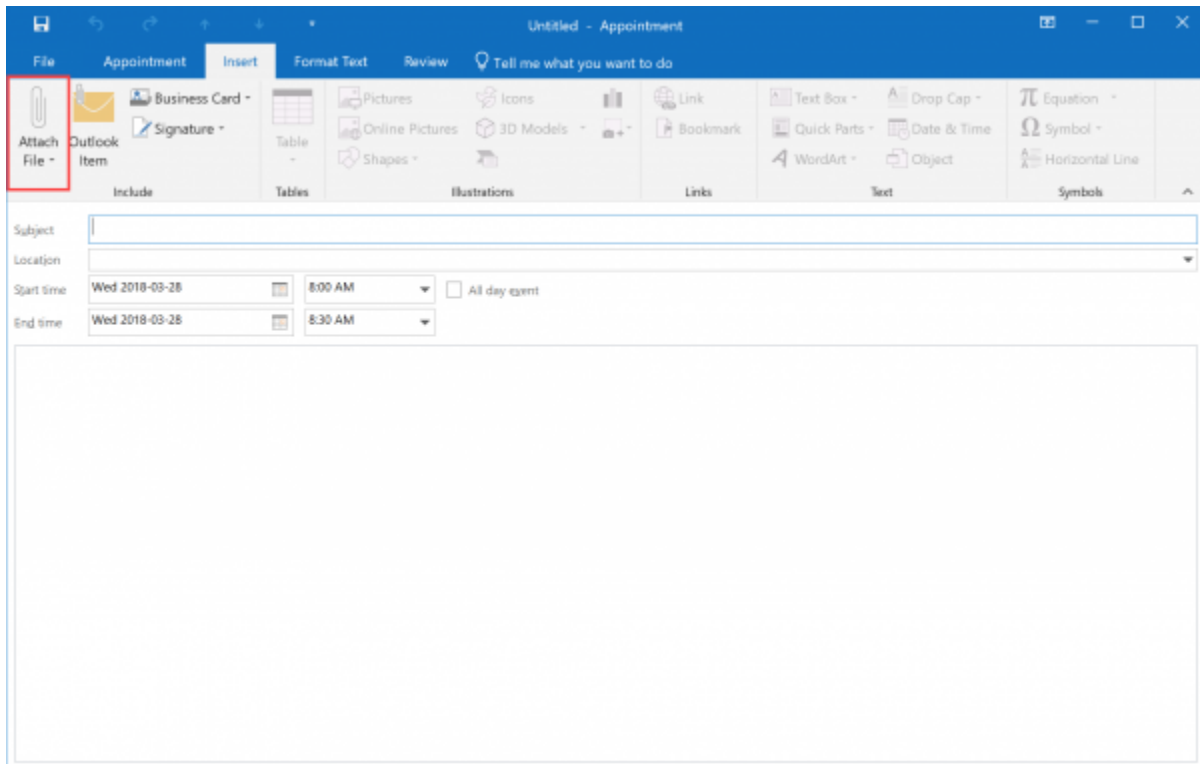
**\*\*Outlook App and Outlook Web App\*\***

## **OUTLOOK 2019 AND 365:**

First, select **Calendar** then **New Meeting** or **New Appointment** to create your invitation.



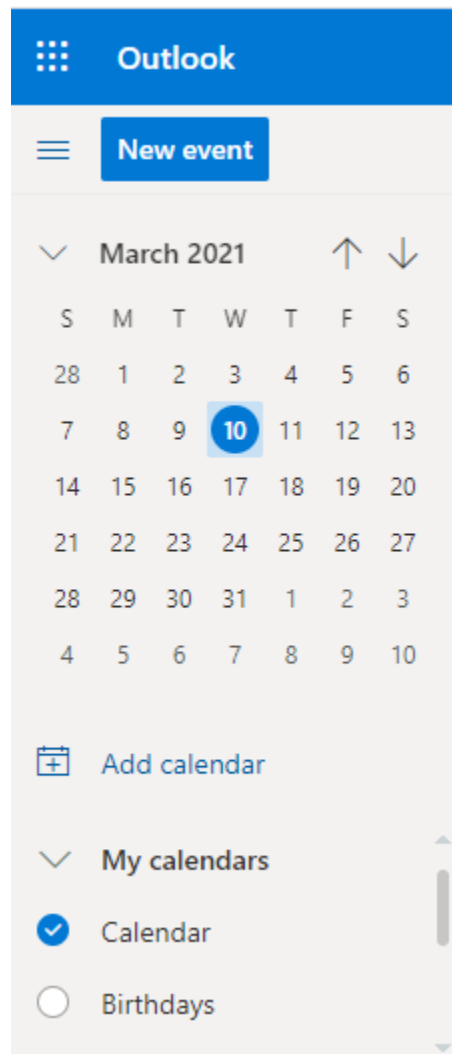
In the invitation window, click **Insert > Attach File** then select the file(s) you wish to attach to your meeting invitation.



Select the file to add it to your event.

## **OUTLOOK WEB APP:**

Select **Calendar**. To attach a file to an event, open a **New Event**.



Under **Add a Description** or **Attach Documents**, select **Attach From**.

The screenshot shows the Microsoft Teams meeting creation interface. At the top, there is a toolbar with icons for Save, Discard, Scheduling Assistant, Busy, Categorize, Response options, and a menu icon. Below this, the 'Calendar' section is visible. The main form includes fields for 'Add a title', 'Invite attendees' (with an 'Optional' link), a date and time selector (set to 3/10/2021, 9:00 PM to 9:30 PM), a 'Repeat' dropdown (set to 'Never'), a 'Search for a room or location' field, a 'Teams meeting' toggle, and a 'Remind me: 15 minutes before' dropdown. At the bottom, there is a section for 'Add a description or attach documents' with a toolbar containing icons for adding attachments, images, emojis, and links. To the right, a calendar view for Wednesday, March 10, 2021, shows a green meeting slot from 9:00 PM to 9:30 PM.

This screenshot shows a close-up of the 'Attach from' dropdown menu. The menu is open, showing two options: 'Browse this computer' and 'Browse cloud locations'. The 'Attach from' text is at the top of the dropdown. Below the options, there is a toolbar with icons for adding attachments, images, emojis, and links. The 'Attach from' text is also visible in the background of the form.

Browse to find the file you want to attach.

Select the file, and then select **Open** to add it to your event.

**If you need further assistance please contact Service Central at  
516-686-1400 or email us at [servicecentral@nyit.edu](mailto:servicecentral@nyit.edu)**