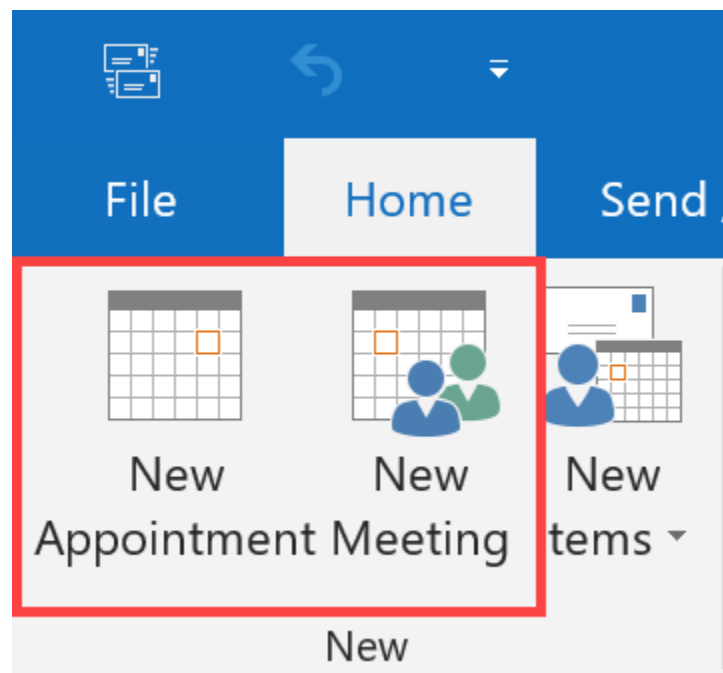# How To Attach a Document to a Calendar Invite
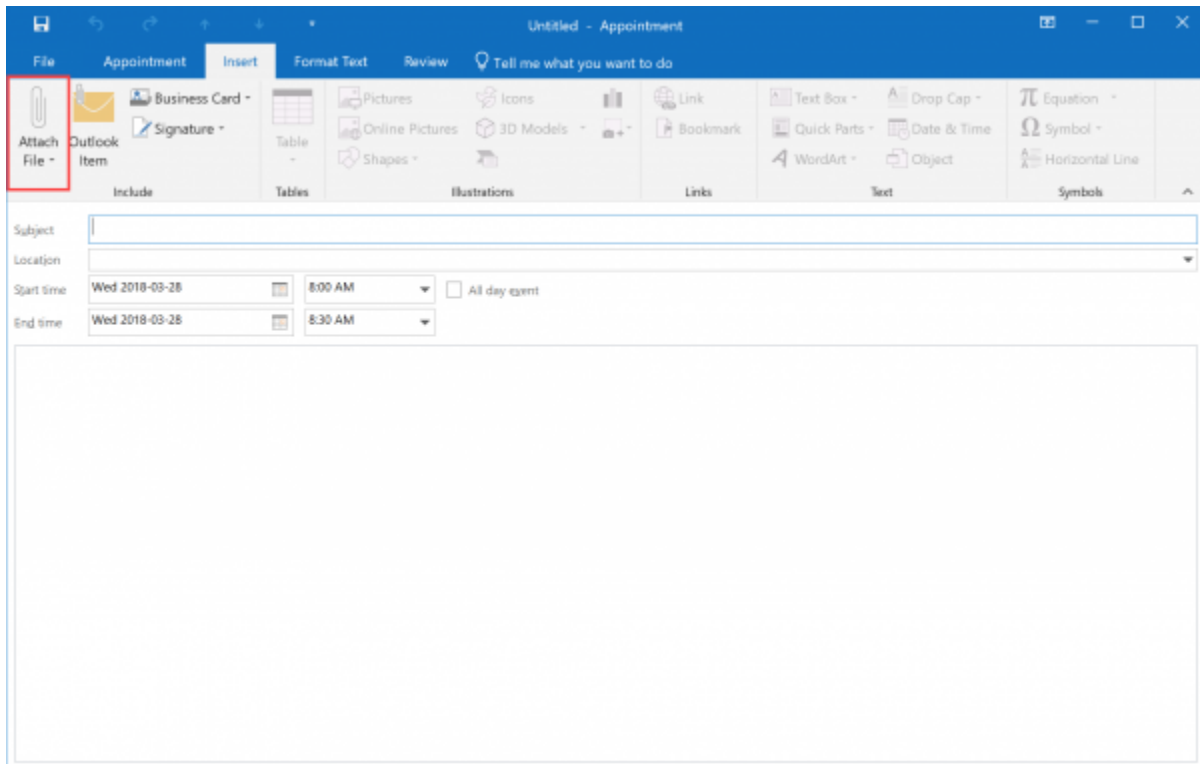
## **Outlook App and Outlook Web App**

***OUTLOOK 2019 AND 365***:

First, select **Calendar** then **New Meeting** or **New Appointment** to create your invitation.
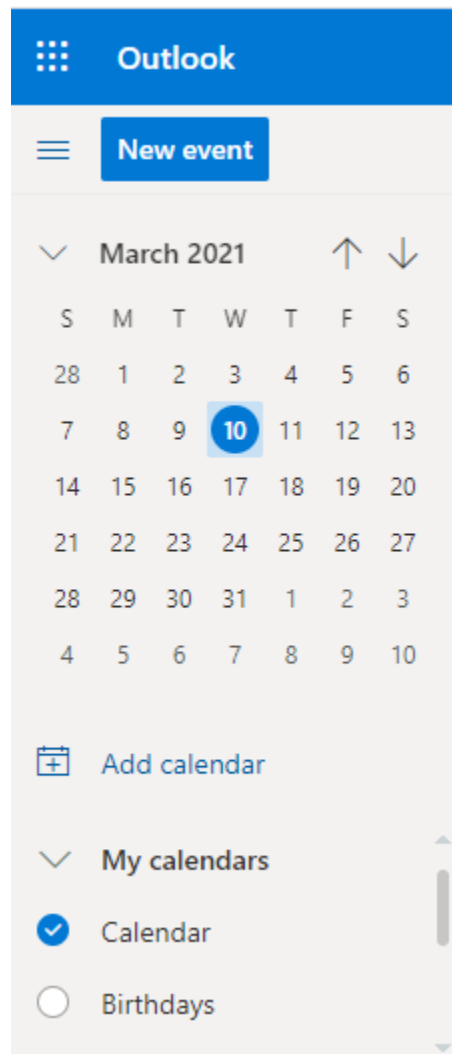
In the invitation window, click **Insert > Attach File** then select the file(s) you wish to attach to your meeting invitation.



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**.





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**