



## Step-by-Step Guide for ICS App

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## Introduction

This guide will help you create and use ICS files to manage event details across different calendar platforms. It is designed to assist both organizers and attendees in seamlessly adding events to their calendars, regardless of the tools they use. Whether you are creating an event or trying to add an event someone else organized, these steps are straightforward and easy to follow.

## What is an ICS File?

An ICS file is a universal calendar file format used to share event information across different calendar applications. It contains all the appropriate event details such as the event title, date, time, location, description and reminders among other things. ICS files are widely supported by major calendar systems like Google Calendar, Outlook, Apple Calendar, and many more.

## Why is it Useful?

- **Ideal for Public Events:** ICS files are especially helpful if you are holding webinars, office hours, or other events or meetings where you may not have a list of attendees, or you want to be sure everyone can easily add the details to their calendars to ensure they don't miss it.
- **Cross-Platform Compatibility:** ICS files can be imported into almost any calendar application, making them ideal for organizing events with attendees who use different calendar tools.
- **Ease of Use:** Instead of manually adding event details, recipients can simply click on an ICS file to add the event to their calendar.
- **Time Management:** ICS files help attendees keep track of important meetings, appointments, and events, ensuring everyone is on the same page.

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## Part 1: Creating the ICS

The creation process should take approximately less than 5 minutes. Make sure you have an internet connection and all necessary event details (e.g., event title, date, time, location) ready before starting.

### 1. Open the ICS App Form

- Navigate to the [ICS app \(https://cherisanerd.com/tools/ics\)](https://cherisanerd.com/tools/ics) to begin creating an ICS for the event.

### 2. Fill in Organizer Details

- **Are you the organizer of the meeting?** This will set the “*Save my information for future use*” checkbox to check and will save your information for additional uses at another time.
- **Organizer's Name and Email:** Provide the name and email address or yours if you are the organizer.
- **Timezone:** The app will automatically detect your timezone, but you can edit it if necessary.
- **Save my information for future use.** This saves time next time you use the app. You can uncheck it should you desire to do so.

### 3. Fill in Event Details

- **Name:** Enter the name of the event. This will be also used as the name of the .ics file.
- **Date and Time:** Select the date, start and end times for the event. The end time is set to 1 hour by default but can be modified. You can either manually enter or scroll through the values to set the time.
- **Location:** Add a location if applicable (e.g., physical address or virtual meeting link, like Zoom or Google Meet.).
- **Event Description:** Provide any additional details like an agenda or instructions for participants.

### 4. YSet Recurring Options (If Applicable)

- **Is this a recurring event?** Select this checkbox if the event should repeat.

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- **Recurrence Type:** Select how often the event should repeat, e.g. Daily, Weekly, Monthly.
  - **Number of Occurrences:** Enter the number of times the event should repeat.

### 5. Enable Custom Reminders

- By default, reminders will be set at: 1 day, 1 hour, 15 minutes, 5 minutes before event
- You can change the defaults by entering number and select the type of occurrence.

### 6. Generate the ICS File

- Click the button to generate the ICS file. It will be downloaded to your device, typically in the 'Downloads' folder. However, you will be offered the option to select your preferred folder.

### 7. Share the ICS File

- Attach the ICS file to an email, add it to your website, or share it through your preferred communication method with attendees.

## Tips for Event Organizers

- Including screenshots or a short video tutorial might help non-tech-savvy attendees follow the steps more easily.
- **Provide Clear Instructions:** Share detailed instructions below with attendees.
- **Follow-up:** After sending the ICS, follow up to ensure participants successfully added the event.

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## Part 2: Using the ICS File (Attendees)

After opening an ICS file, it will automatically add the event details to your calendar, making it easy to keep track of important events.

### Google Calendar

#### 1. Download the ICS File

- Click on the ICS file link provided by the event organizer to download it.

#### 2. Open Google Calendar

- Go to [Google Calendar](#).

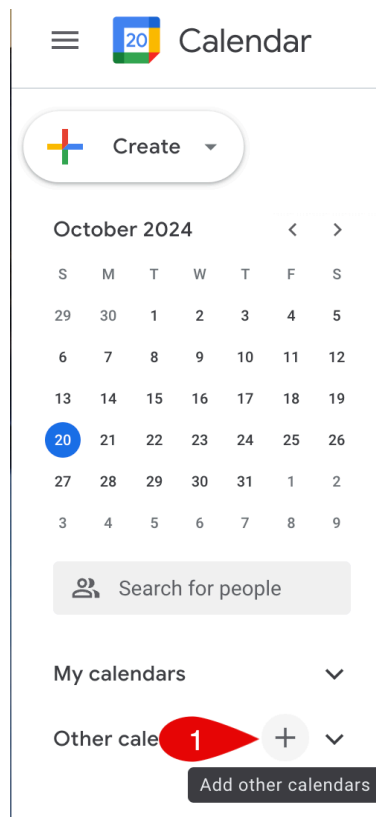
#### 3. Import the ICS File (See images below)

- Click on the + next to **Other Calendars**.
- Click **Import**.
- Click **Select file from your computer** and choose the downloaded ICS file.
- Select the calendar to import the event to and click **Open**.
- Click **Import**.
- A message of Imported # out of # event should appear, click **Ok**.
- Click the ← next to **Settings** to return to your calendar.
- Verify the meeting name appears in your calendar. The meeting name should match the name of the ICS file.

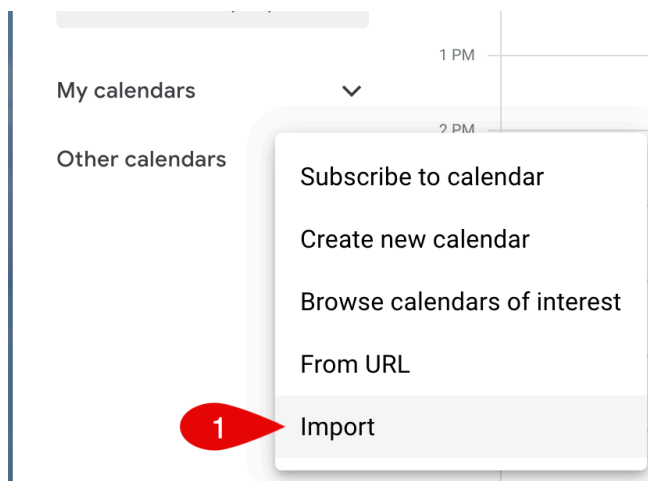
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## Google Calendar import instructions with images

Click the + next to Other Calendars.



Click Import.



Click Select file from your computer.

Import

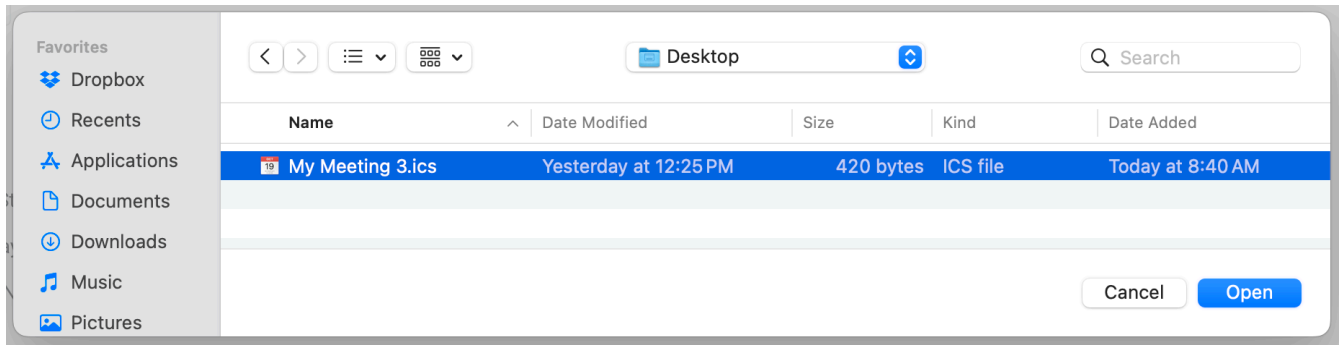
↑ Select file from your computer

Add to calendar  
Cheri Stockton

You can import event information in iCal or VCS (MS Outlook) format.

Import

Click Select the file from your computer.



Click Import.

Import

↑ My Meeting 3.ics

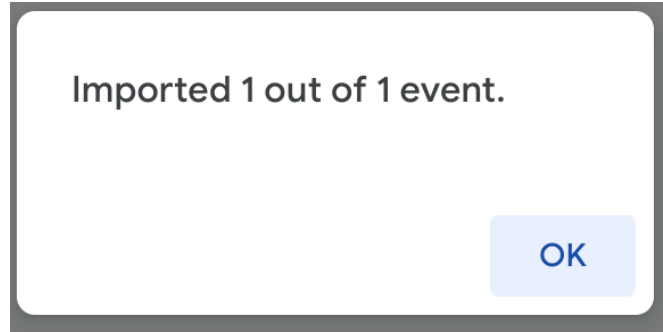
Add to calendar  
Cheri Stockton

You can import event information in iCal or VCS (MS Outlook) format.

Import

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A message of Imported # out of # event should appear, click **Ok**.



Click the ← next to **Settings** to return to your calendar.

← Settings

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General

Add calendar ▼

Import & export ▲

Import

Export

Import

📁 Select file from your computer

Add to calendar  
Cheri Stockton ▼

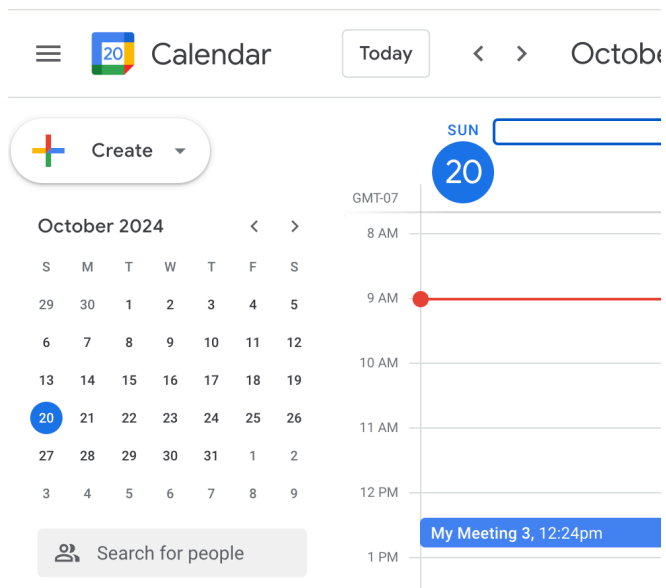
You can import event information in iCal or VCS (MS Outlook) format.

Import



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Verify the meeting name appears in your calendar. (Meeting name, date, time)



## Outlook Calendar (Mac version)

### 1. Download the ICS File

- Download the ICS file sent by the organizer.

### 2. Open Outlook

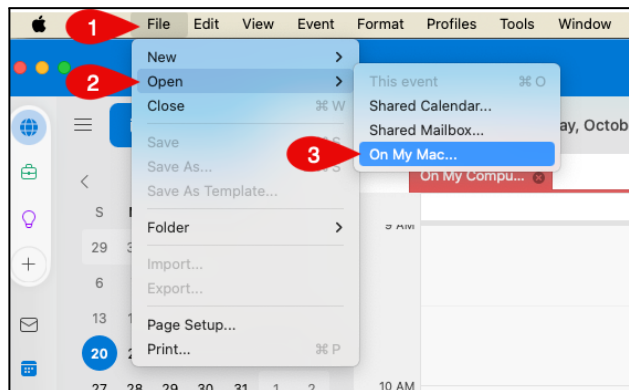
- Launch your Outlook application or go to [Outlook.com](https://outlook.com).

### 3. Import the ICS File (See images below)

- In the desktop app, click **File > Open > On My Mac**
- Navigate to the downloaded file to add it to your calendar.
- Double click or click **Open**.
- Click the **Import** button

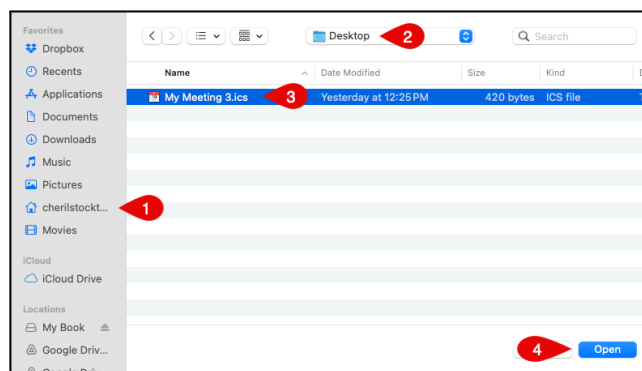
## Outlook Calendar import instructions with images

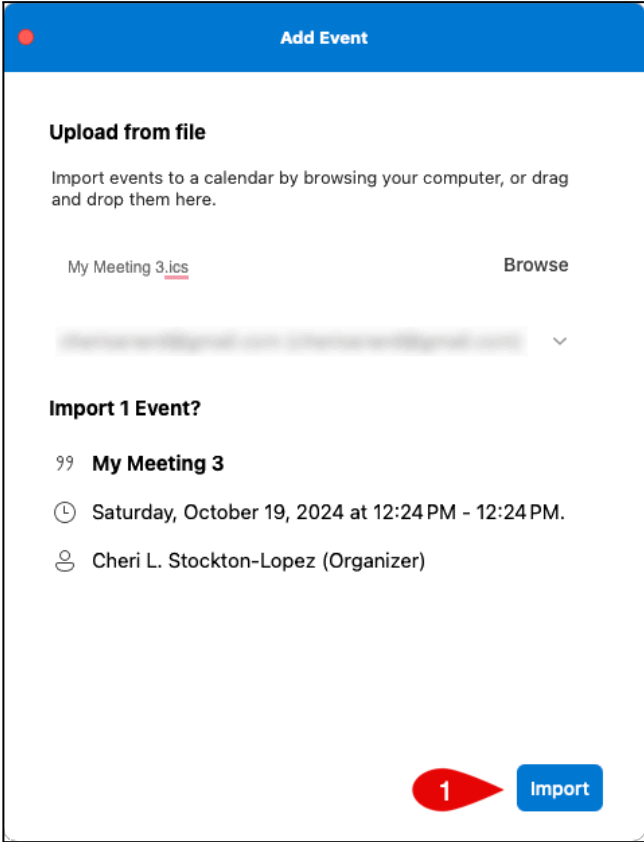
In the desktop app, click **File > Open > On My Mac**



Select the downloaded file to add it to your calendar.

Double click or click **Open**.



<p>Click the <b>Import</b> button</p>	
<p>Verify the meeting name appears in your calendar (Meeting name, date, time)</p>	

## Apple Calendar

### 1. Download the ICS File

- Click the link to download the ICS file.

### 2. Import the ICS File (See images below)

- Navigate to the downloaded file to add it to your calendar.
- Double click to open **Apple Calendar**.

### 3. Select destination calendar

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- You can choose to add one if needed.
  - Click **Ok**.
4. Verify the meeting name appears in your calendar. (Meeting name, date, time)

## Other Calendar Apps

### 1. Download the ICS File

- Download the ICS file from the link provided.

### 2. Open Your Calendar App

- Open your preferred calendar app (e.g., Yahoo, Thunderbird).

### 3. Import the ICS File

- Most calendar apps have an import function under **Settings** or **File**. For example, in Yahoo Calendar, go to **Actions** and select **Import**. Look for an option to **Import** and select the ICS file.

## Tips for Attendees

- **Double Check Time Zones:** Make sure the event time is correct, especially if you're in a different time zone.
- **Sync Across Devices:** If you use multiple devices, ensure your calendar is synced for easy access.