

Knowledgebase > Adding events to the "ASC Event RSVP" calendar > Adding events to the "ASC Event RSVP" calendar

Adding events to the "ASC Event RSVP" calendar

Aashir Nuri - 2024-08-14 - Comments (0) - Adding events to the "ASC Event RSVP" calendar

Adding events to the "ASC Event RSVP" calendar:

1. Click on the calendar icon within Outlook.

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	1	New Appo	intment	Rev Rev	w Meeti	ng ~	Q	Add Focus ⁻

2. Select the "New Appointment" tab.



3. Enter your event details (date, time, event information, etc.). Then select the "Scheduling Assistant" tab.

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	End time	Sun 9/1/2024 □ 10:30 AM <td></td>	
	Location		
ASC Event I	Request		

4. Click on "Add Attendees".



5. In the "Select Attendees and Resources Offline Global Address List" pop up window, search for "ASC Event RSVP". Then, select "ASC Event RSVP" and click OK.

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Your event request should now appear in your personal calendar. Your event will appear in the "ASC Event RSVP" calendar upon approval from an administrator.