**Export an Event to your Outlook Calendar**

Astra has the ability to export your event created in Astra to your Outlook calendar. You can also use this feature to schedule the event/meeting with others in Outlook. (**Please note that if you make a change to your event in AdAstra, it does not automatically update your Outlook Event**).

To export the event to Outlook, there are two ways to do so: Through the events tab or from the scheduling grid.

**Events Tab**

To export your event from the events tab, navigate to the event list and search for your event (utilize the filter on the left hand side to find your event).

Once you find your event, hover over the postcard until the information box appears. From here, click the Yellow Add to Calendar Icon.

This will open a CalendarDetail box.
Click Ok. This will automatically pop open an Appointment Box in Outlook. From here, you can add directly to your calendar or utilize the scheduling assistant to add attendees. You can also write in any notes in the body of the appointment. (As the creator of the appointment, if changes are made to your event in AdAstra, you HAVE to make the changes to your appointment as well in order for attendees to see this change).

**Scheduling Grid**

On the scheduling grid, navigate to the event you want to add to your Outlook Calendar.

When you find the event, hover over the event to open the Event Info Box.
From here, click the Yellow Add to Calendar Icon. This will open a CalendarDetail box. Click Ok. This will automatically pop open an Appointment Box in Outlook. From here, you can add directly to your calendar or utilize the scheduling assistant to add attendees. You can also write in any notes in the body of the appointment. (As the creator of the appointment, if changes are made to your event in AdAstra, you HAVE to make the changes to your appointment as well in order for attendees to see this change).