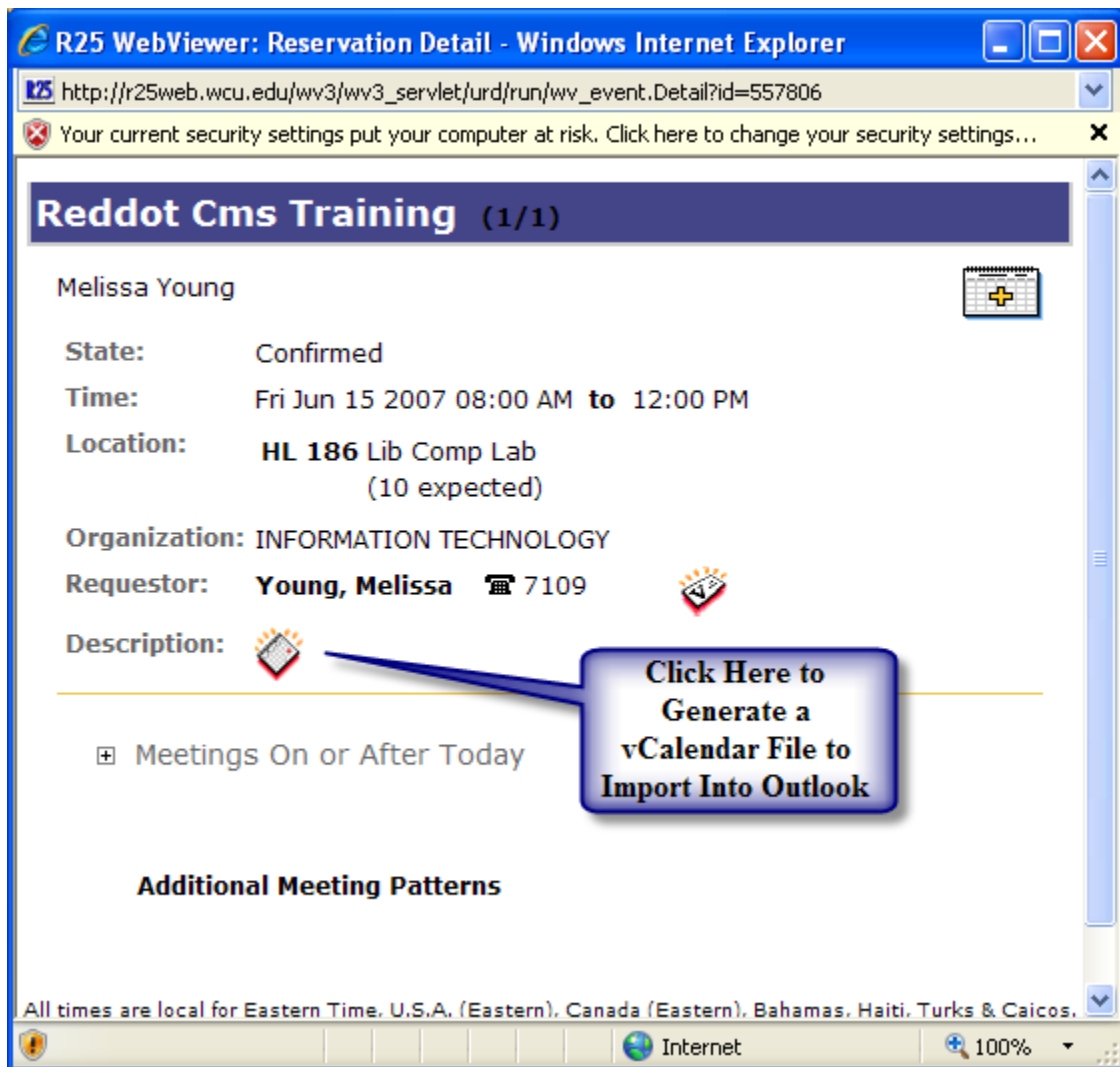


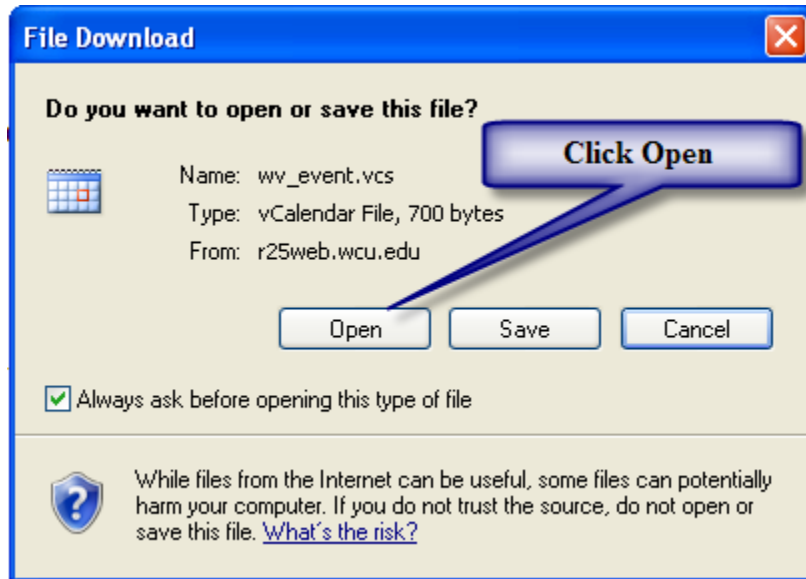
## Saving a Resource25 Event from the Webviewer to Your Outlook Calendar

Webviewer users often wonder if there is a method to saving an event located in the R25 Webviewer to their Outlook calendars. Good news! There is indeed a quick and handy method to save Webviewer Event information to Outlook.

1. Locate the event in the Resource25 Webviewer and click on its name to open it.
2. The event will open in a separate window. In that window, note that there is an icon located beside the word, **Description**. Click that icon. This will generate a vCalendar file to import the data into your Outlook calendar.



3. A **File Download** dialog box will open with the options to **Open**, **Save**, or **Cancel** the vCalendar import. **Click Open**.



4. The R25 Webviewer will export the calendar file to Outlook and open an Outlook appointment. **Click Save and Close** to save the event to your calendar.

