




## How to Create your ICANN Meeting Schedule & Import your schedule to your calendar

### Step 1 - Create your personalized ICANN72 schedule

- Go to the [Meeting Schedule webpage](#) and create a profile and login.
- Add the meetings to your schedule by clicking  in the upper right corner of each meeting. Once added, it changes to .

### Step 2 - Import your schedule into your calendar

- Once you've added all your chosen meetings to your schedule, click on 
- Click the down arrow next to Export, select Export My Agenda (ics)
- Open the exported meetings .ics and add to your chosen calendar
- For Microsoft Outlook, right-click on the exported meetings .ics file (or click the up-arrow) and choose Show in Folder  
Right-click on the file and select the Open With->Microsoft Outlook. Save & Close.

Note: Your Agenda can only be exported from the desktop app; the ICANN Meeting phone app does not offer this feature.