




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

Step 1 - Create your personalized ICANN meeting schedule

- Go to the Meeting Schedule webpage and create a profile and login.
- Click the down-arrow next to Schedule on the menu bar and select “Full Agenda”.
- Add 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 have 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.