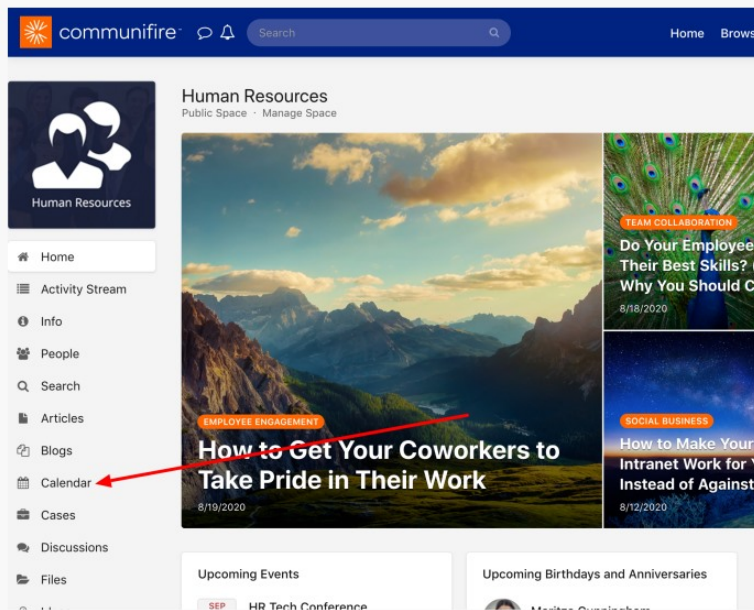


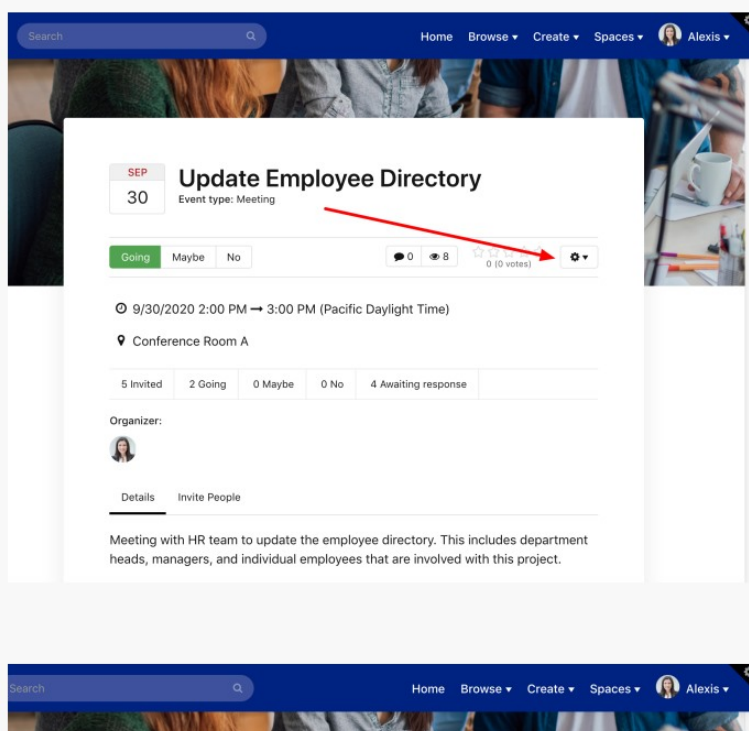
Download ICS File

Version 4

Published 6/8/2018 07:03 PM by [Grace Kamau](#) Last updated 4/2/2021 11:37 PM by [Grace Kamau](#)



Click an event.



The screenshot shows a meeting event page for "Update Employee Directory" on September 30. The event is scheduled for 9/30/2020 from 2:00 PM to 3:00 PM (Pacific Daylight) in Conference Room A. The page includes a status bar with "Going", "Maybe", and "No" buttons, and a dropdown menu with options: Download ICS, Edit, Print, Share, Bookmark, Report abuse, View Report, and Delete. A red arrow points to the "Download ICS" option. The organizer's name and a "Details" tab are also visible.

SEP 30 **Update Employee Directory**
Event type: Meeting

Going Maybe No

0 8 0 (0 votes)

Download ICS

Edit

Print

Share

Bookmark

Report abuse

View Report

Delete

9/30/2020 2:00 PM → 3:00 PM (Pacific Daylight)

Conference Room A

5 Invited 2 Going 0 Maybe 0 No 4 Awaiting

Organizer:

Details Invite People

Meeting with HR team to update the employee directory, including department heads, managers, and individual employees that are involved with this project.

tags : member