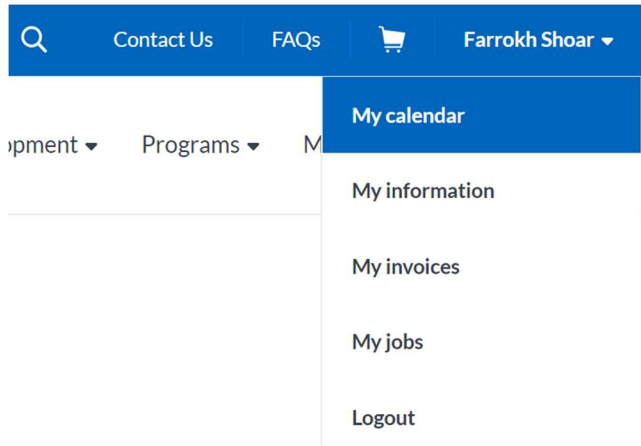


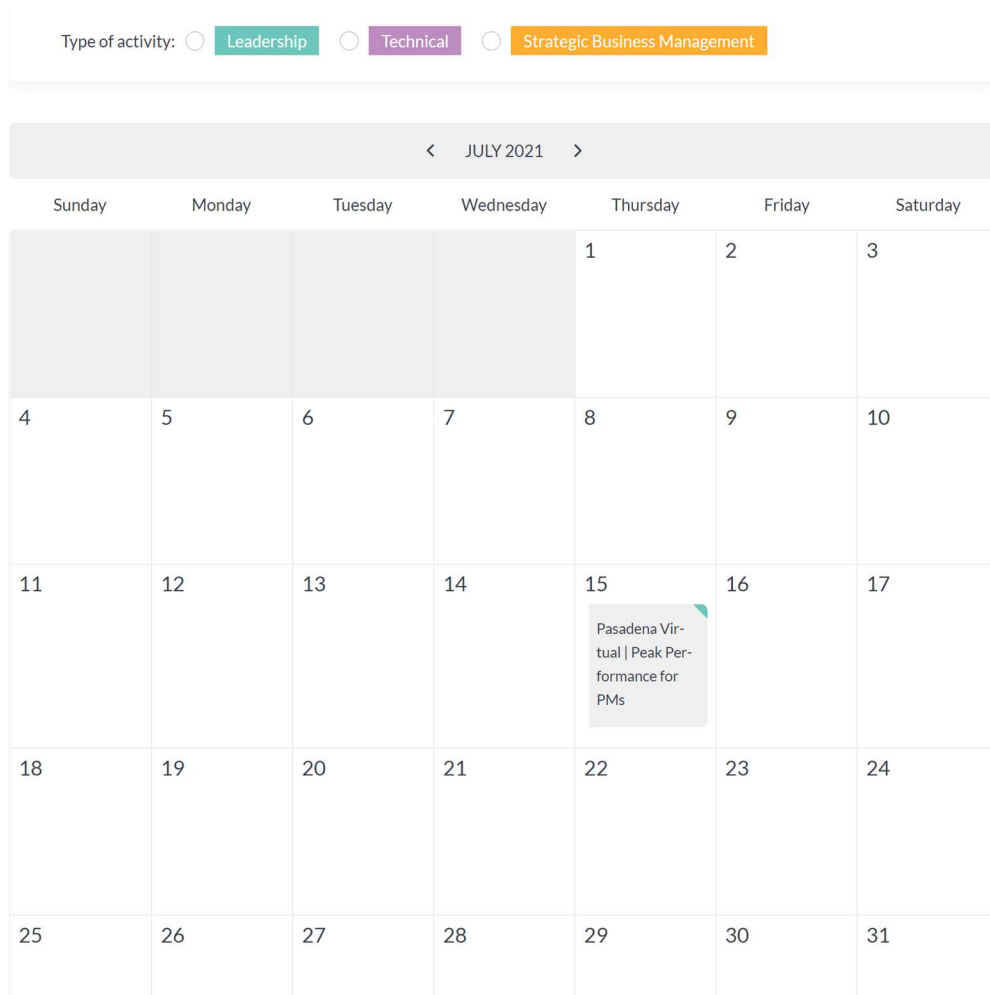
## Instruction guide for adding a chapter event to the PMI-LA 'Mycalendar' & to your own personal Outlook calendar.

Login to <https://www.pmi-la.org/>

Select Mycalendar from the dropdown as it is shown below.



Locate the desired event on the calendar. i.e.: Pasadena Virtual | Peak Performance for PMs.

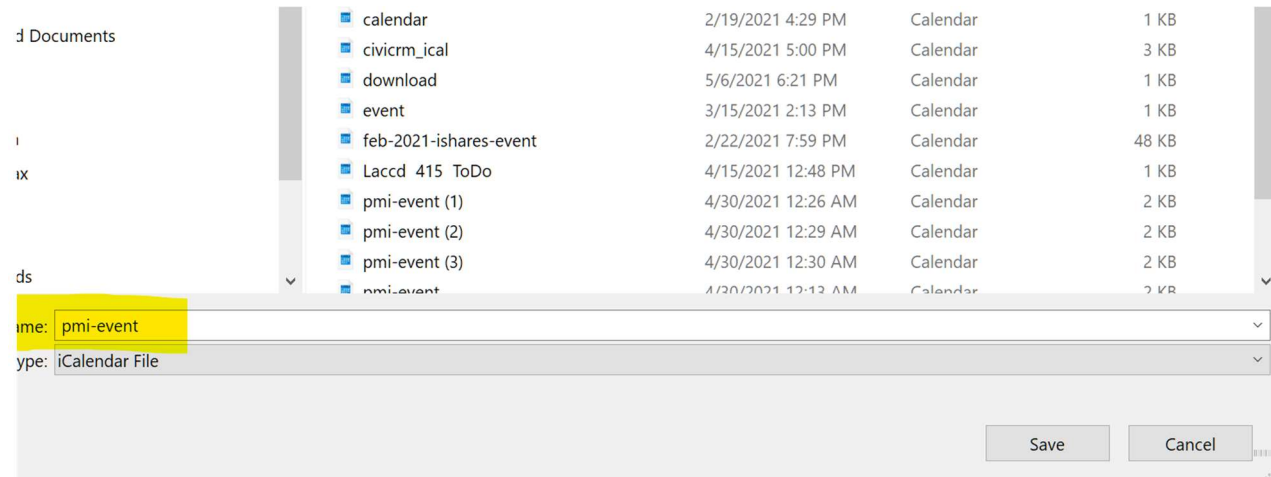


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It causes the file explorer <Save As> window to pop up. Save the 'pmi-event' file name as an 'iCalendar File' in the desired location within your filesystem as shown below:



Open up the 'pmi-event' file name from where it was saved. You will get what is shown below:

Once you save it – it will show up on your Outlook. Set a reminder as you wish.

