

ICVB Calendar Links User Guide

What you will see in the meeting schedule

Under many meeting entries in the schedule, you will see a row of six blue links labeled: Apple • Google • Office 365 • Outlook • Outlook.com • Yahoo

Example from the 2026 schedule:

2026 ICVB Board/Committee Meetings and Activities

Date	Board/Committee	Time	Location
January 13	Community Engagement Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
January 15	State of the City	TBD	ICC Grand Ballroom
January 22	Board Leadership Symposium Opening Session	9:00 a.m.	ICC
*January 26	Executive Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
January 26	Board of Directors Meeting	11:45 a.m.	ICC Junior Ballroom C-D
	Apple Google Office 365 Outlook Outlook.com Yahoo		
February 10	Destination Development Committee	11:30 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
February 20	Executive Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
February 23	Board of Directors Meeting	11:45 a.m.	TBD
	Apple Google Office 365 Outlook Outlook.com Yahoo		
March 13	Board and Business Development Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
March 19	City Boards and Commissions Dinner	TBD	TBD
March 20	Executive Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
March 23	Board of Directors Meeting	11:45 a.m.	Exhibit Hall B
	Apple Google Office 365 Outlook Outlook.com Yahoo		
April 14	Community Engagement Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
April 23	Board Strategic Meeting	2:00 p.m.	TBD
	Apple Google Office 365 Outlook Outlook.com Yahoo		
April 24	Executive Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
April 24	Board Strategic Meeting	10:00	TBD
	Apple Google Office 365 Outlook Outlook.com Yahoo		
April 27	Board of Directors Meeting	11:45 a.m.	ICC Junior Ballroom C-D
	Apple Google Office 365 Outlook Outlook.com Yahoo		
May 3-9	Semi-Annual City Council Update; National Travel & Tourism Week proclamation	TBD	TBD
May 12	Destination Development Committee	11:30 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
May 13	City Council Budget/Strategic Planning Retreat	TBD	TBD
May 15	Executive Committee	9:00 a.m.	ICC 1 st Floor Conf Room
	Apple Google Office 365 Outlook Outlook.com Yahoo		
**May 18	Board of Directors Meeting	11:45 a.m.	TBD
	Apple Google Office 365 Outlook Outlook.com Yahoo		

General steps (all calendars)

1. Find the meeting you want in the schedule.
2. Click the link that matches your calendar platform.
3. A new browser tab or app window will open with the event details pre-filled.
4. Review the details (date, time, location) and click Save/Add/Import.

Platform-specific instructions

Apple Calendar

- Click the Apple link for the meeting.
- If prompted, allow the download of an .ics calendar file.
- Open the .ics file. Your device will open Calendar with the event ready to add.
- Tap or click Add, then confirm which calendar you want to save it to.

Google Calendar

- Click the Google link for the meeting.
- Sign in to your Google account if prompted.
- A Google Calendar page will open with the event details.
- Click Save to add it to your calendar.

Microsoft 365

- Click the Office 365 link for the meeting.
- Sign in with your work Microsoft account if prompted.
- The event will open in Outlook on the web (Microsoft 365 calendar).
- Click Save.

Outlook

- Click the Outlook link for the meeting.
- Your browser may download an .ics file or ask to open Outlook.
- If you receive an .ics file, open it and select which of your calendars you want the event saved to (if prompted)
- Click Save & Close/Import in Outlook.
- Verify the event appears on your calendar.

Outlook.com

- Click the Outlook.com link for the meeting.
- Sign in to your personal Microsoft account if prompted.
- The event page will open in Outlook.com calendar.
- Click Save.

Yahoo Calendar

- Click the Yahoo link for the meeting.
- Sign in to your Yahoo account if prompted.
- Review the event details on the Yahoo Calendar page.
- Click Save.

Tips & troubleshooting

- If clicking a link does nothing, try a different browser (Chrome, Edge, Safari).
- If you are on a phone and the link downloads a file, look for it in your Downloads folder and tap to open.
- If the meeting time or location changes, use the updated schedule link again to add the revised event.
- If a meeting shows 'TBD' in the schedule, the calendar event may be updated later once details are confirmed.