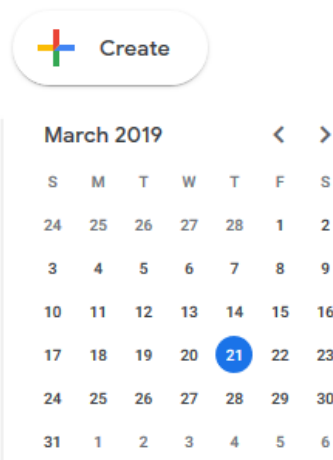


Google Calendar - Adding Attachments

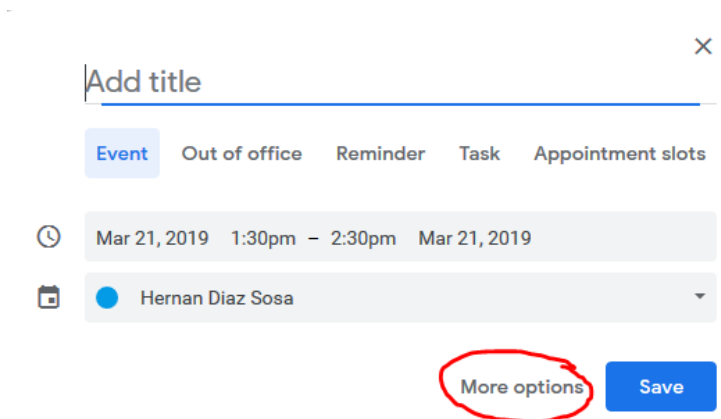
Hernan Diaz Sosa - 2019-03-21 - Comments (0) - Google Calendar

Purpose of the article is to provide detail information as to how to add attachments to Google Calendar event invites.

1. In your calendar, click on + Compose to create a new invite



2. In the new window, click on "More options", this should be located to the left of the blue Save button




3. More Options should bring you to a window with a Description box. The first icon will be a Paper Clip, which will allow you to attach files


× | Add title



Mar 21, 2019 1:30pm to 2:30pm Mar 21, 2019 Time zone

All day Does not repeat ▾



Event Details Find a Time



 Add location







 Add conferencing ▾

 Notification ▾ 10  minutes ▾ ×

Add notification

 Hernan Diaz Sosa ▾  ▾

 Busy ▾ Default visibility ▾ 

  **B** *I* U |   |  

Add description

4. The Paper Clip (attachment) window will allow you to easily share files located on your Google Drive or allow you to Upload anything saved locally

Select a file

×

Recent

My Drive

Team Drives

Shared with me

Upload

Drag files here

— or —

Select files from your device

Upload

Cancel