

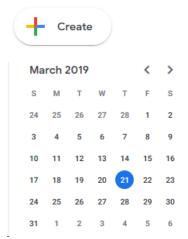
Knowledgebase > Email and Collaboration > Google Workspace > Google Calendar > Google Calendar - Adding Attachments

## Google Calendar - Adding Attachments

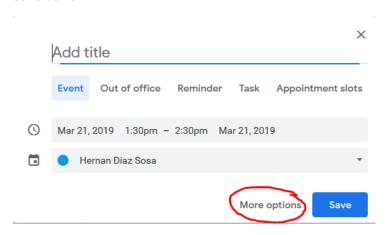
Hernan Diaz Sosa - 2019-03-21 - Comments (0) - Google Calendar

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

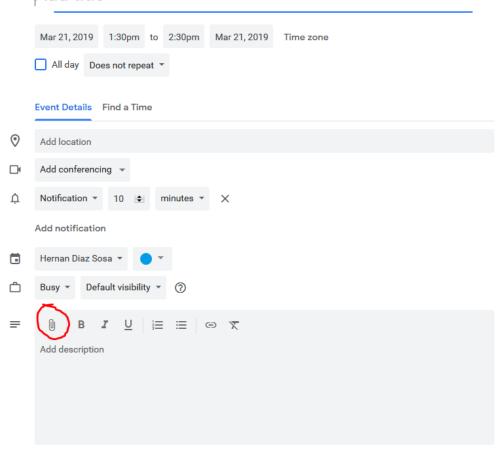


2. In the new window, click on "More options", this should be located to the left of the blue Save button



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



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

