What to do with the .ics file attached to the L.C. Learning Center session notification

After you have registered for a class you will receive an email that looks something like this:

Larimer County L to me	earning Center <noreply@myabsorb.com></noreply@myabsorb.com>) 8:31 AM (2 minutes ago) 小
Apr 14 Fri	GCal - GCal, April 14th 2017, Techno When Fri Apr 14, 2017 9:30am – 10:30am (MDT) Where Technology Training Room, Fourth Floor, 200 W Cak St, Fort Collins Who norepty@absorblms.com* Add to calendar.s	Agenda Fri Apr 14, 2017 8am GMail 9:30am GCal 9:30am GCal- GCal, April 14th 2017, Techno 10:30am Flex 12pm Lunch with Sue
Hi Kasie Tisue,		
You have been en Description: The details for you • Friday, A Please note that y missed class. If you You can access yo	rolled in the following session of GCal, April 14th 2017, Technology Training Room, Fourth Floc in course are as follows: April 14, 2017 9:30:00 AM at Technology Training Room, Fourth Floor, 200 W. Oak St, Fort Coll ou must email <u>LCTraining@co.larimer.co.us</u> to cancel enrollment in this session. We require a m use unable to attend at the last minute, you can send someone else in your place.	r, 200 W. Oak St, FC ins inimum of seven (7) days notice for cancellation or your department will be billed f
You have been en Description: The details for you • Friday, # Please note that y missed class. If you You can access you <u>larimer.myabsorb</u> .	rolled in the following session of GCal, April 14th 2017, Technology Training Room, Fourth Floc r course are as follows: April 14, 2017 9:30:00 AM at Technology Training Room, Fourth Floor, 200 W. Oak St, Fort Coll ou must email <u>LCTraining@co.larimer.co.us</u> to cancel enrollment in this session. We require a m u are unable to attend at the last minute, you can send someone else in your place. our courses at the below link: com	r, 200 W. Oak St, FC ins inimum of seven (7) days notice for cancellation or your department will be billed t
You have been en Description: The details for you • Friday, A Please note that y missed class. If you You can access yo larimer.myabsorb. Good luck! Larimer County letraining@go.lari	rolled in the following session of GCal, April 14th 2017, Technology Training Room, Fourth Floc roourse are as follows: April 14, 2017 9:30:00 AM at Technology Training Room, Fourth Floor, 200 W. Oak St, Fort Coll ou must email <u>LCTrainingRoolarimer.co.us</u> to cancel enrollment in this session. We require a m u are unable to attend at the last minute, you can send someone else in your place. uur courses at the below link: com merco.us	r, 200 W. Oak St, FC ins nimum of seven (7) days notice for cancellation or your department will be billed f
You have been en Description: The details for you • Friday, A Please note that y missed class. If you You can access yo larimer.myabsorb. Good luck! Larimer County <u>letraining Roo lari</u> CC: Supervisor	rolled in the following session of GCal, April 14th 2017, Technology Training Room, Fourth Floc roourse are as follows: April 14, 2017 9:30:00 AM at Technology Training Room, Fourth Floor, 200 W. Oak St, Fort Coll ou must email <u>LCTrainingRoolarimer.co.us</u> to cancel enrollment in this session. We require a m u are unable to attend at the last minute, you can send someone else in your place. our courses at the below link: <u>som</u> <u>merco.us</u>	r, 200 W. Oak St, FC ins nimum of seven (7) days notice for cancellation or your department will be billed f
You have been en Description: The details for you • Friday, A Please note that y missed class. If you You can access you larimer.myabsorb. Good luck! Larimer County Intraining (Roo Jari CC: Supervisor Note: This is a syst	rolled in the following session of GCal, April 14th 2017, Technology Training Room, Fourth Floc r course are as follows: April 14, 2017 9:30:00 AM at Technology Training Room, Fourth Floor, 200 W. Oak St, Fort Coll ou must email <u>LCTraining/Roo larimer.co.us</u> to cancel enrollment in this session. We require a m a are unable to attend at the last minute, you can send someone else in your place. nur courses at the below link: com merco.us tem generated email. Please do not reply to this email.	r, 200 W. Oak St, FC ins nimum of seven (7) days notice for cancellation or your department will be billed f

To add the appointment to your calendar click on the Add to calendar button (see above).

Ignore the Download option next to the .ics file at the bottom of the email. .ics files do not automatically work with Google and therefore most likely will not open on your computer when you click on it. Use the "Add to calendar" option near the top of the email.