How do I add a training session to my Google calendar?

Tell Me

When you register for a session, you will automatically receive an email titled **Session Registration Confirmation** that includes a **View on Google Calendar** hyperlink as pictured below. Click on the hyperlink to add the session details to your Google calendar. (NOTE: The hyperlink is NOT compatible with Outlook calendar.)

If the session will be delivered virtually, the Zoom link will NOT be included in the confirmation email. You must follow the **instructions for how to access the Zoom link** in the Learning and Development Portal and add it to your Google calendar manually.

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**Session Registration Confirmation**

donot.reply@talent.uncc.edu

to me

**Departmental Financial Reporting**

**View on Google Calendar**

**When** Thu Feb 4, 2021 2pm – 3:30pm (EST)
**Where** Virtual Training
**Who** Unknown Organizer

**Agenda**

Thu Feb 4, 2021

2pm Departmental Financial Reporting

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**Related FAQs**

- What is the difference between a curriculum and a learning object?
- Which browser/s are compatible when using the Portal?
- How do I complete LEAD and EEODF training?
- How do I run a training status report for my staff?
- How do I access my direct report's transcript?