

# ADDITIONAL SETUP FOR CALENDAR INVITES

## For Mac Users

1. **Set Outlook as your default calendar program**
  - a. Go to Finder, Applications, open Calendar. In the top left-navigation menu (by the Apple), select the dropdown that has **Settings** listed, then select **General**. You'll want to select your Exchange Calendar.
  
2. **Set your default calendar to save invites to**
  - a. Log into GO Connect
  - b. Go to the Active list and open any donor record that has a meeting currently scheduled
  - c. Select the **Create Invite** button
  - d. Go to your Downloads folder
  - e. Click on of the calendar invite .ICS file with two fingers
  - f. Select **Open With**
  - g. Select **Other**
  - h. Select **Microsoft Outlook.app**
  - i. Check **Always Open With** so that it has a checkmark
  - j. **Open**
  - k. *(Here's a 30-second video showing you how to do these steps:*  
<https://www.youtube.com/watch?v=iW5QKrETGa4>*)*

If you have any questions, please reach out to Katie Grassmann at [katie@ceplan.com](mailto:katie@ceplan.com).

