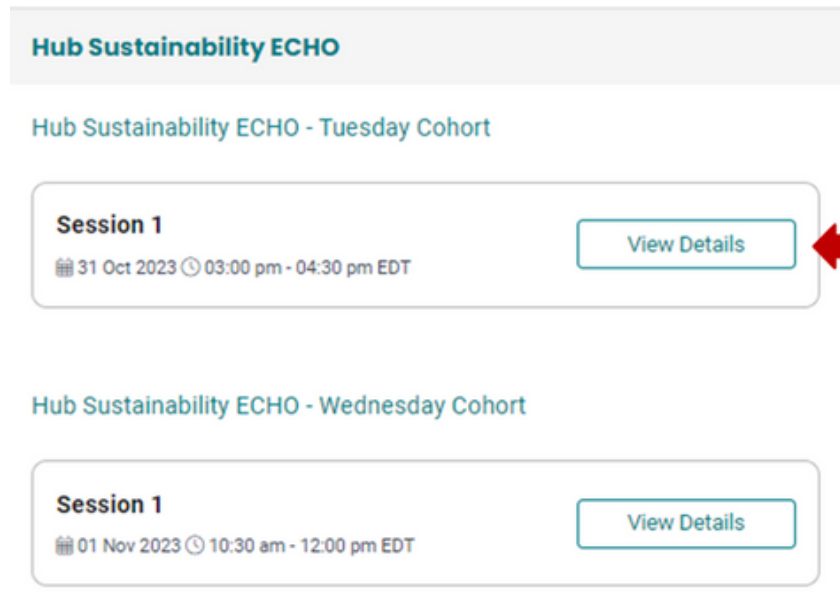


1) Once logged into iECHO, click on the program and sessions you would like to add to your personal/work calendar.



Hub Sustainability ECHO

Hub Sustainability ECHO - Tuesday Cohort

Session 1
31 Oct 2023 03:00 pm - 04:30 pm EDT [View Details](#)

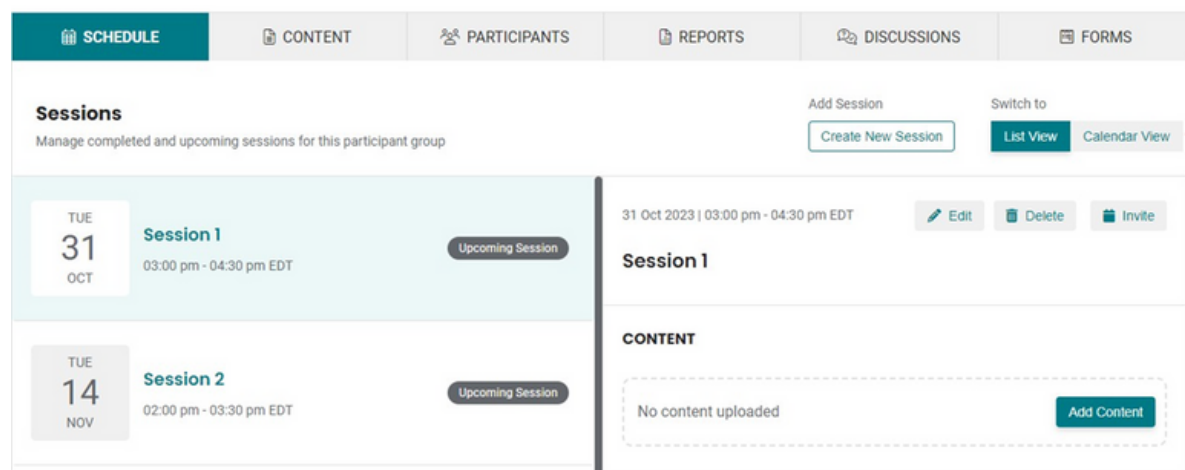
Hub Sustainability ECHO - Wednesday Cohort

Session 1
01 Nov 2023 10:30 am - 12:00 pm EDT [View Details](#)

2) Once in the program, click the calendar view tab on the right of the screen.

Hub Sustainability ECHO - Tuesday Cohort

Every 2 weeks on Tuesday from 31 Oct 2023 to 06 Feb 2024



SCHEDULE | CONTENT | PARTICIPANTS | REPORTS | DISCUSSIONS | FORMS

Sessions
Manage completed and upcoming sessions for this participant group

Add Session: [Create New Session](#) | Switch to: [List View](#) [Calendar View](#)

Session 1
31 Oct 2023 | 03:00 pm - 04:30 pm EDT | [Edit](#) [Delete](#) [Invite](#)

CONTENT
No content uploaded | [Add Content](#)

3) Once in the calendar view, you can then click any of the sessions you would like to add to your calendar. Please note that you must add each session individually as there is no option to add all at once.

The screenshot shows a web interface for managing sessions. At the top, there are navigation tabs: SCHEDULE (active), CONTENT, PARTICIPANTS, REPORTS, DISCUSSIONS, and FORMS. Below the tabs, the 'Sessions' section is displayed, with a sub-header 'Manage completed and upcoming sessions for this participant group'. On the right, there are buttons for 'Add Session' (with a 'Create New Session' sub-button) and 'Switch to' (with 'List View' and 'Calendar View' options). The main area is a calendar for November 2023, showing dates from 29 to 02. Three sessions are listed: 'Session 1' on Tuesday (31st), 'Session 2' on Wednesday (14th), and 'Session 3' on Thursday (28th). A red arrow points to the 'Session 1' event box.

4) Once you click on a session, a dialog box will pop up for selecting your calendar of choice.

This screenshot shows the same 'Sessions' calendar view as above, but with a dialog box open over 'Session 1'. The dialog box is titled 'Session 1' and contains the text 'Add an event to calendar of your choice.' Below the text are three buttons: 'Download ICS', 'Google', and 'Outlook'. A red arrow points to the 'Download ICS' button.

5) Once you click on the calendar type, it will take you to the appropriate calendar to add the session. You may need to log into your calendar before adding the session.

Please note that there will not be a Zoom link included in the calendar invite.