



People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email hrhelpline@ed.ac.uk

Employee Guide- How to Copy your Approved leave to your Outlook Calendar

Employee

Estimated time to complete: 8 minutes

In Brief...

From Email notification:

1. Open the **email notification** of your leave approval and click on the **Online Notification** link at the bottom
2. In the new page that opens up, click on the **Add to calendar.ics** link under 'Submitted by'
3. Click to open the **Add to calendar file** (draft calendar event) that gets downloaded
4. Click **Accept** on the draft calendar event that opens up

For detailed guidance, see the [next section](#).

From the system notification:

1. From the dashboard, scroll down to the **Things to Finish** section and click on the **Approval of Leave** link
2. **Follow steps 2-4 above** to add the approved leave to your outlook calendar.

For detailed guidance, see the [next section](#)

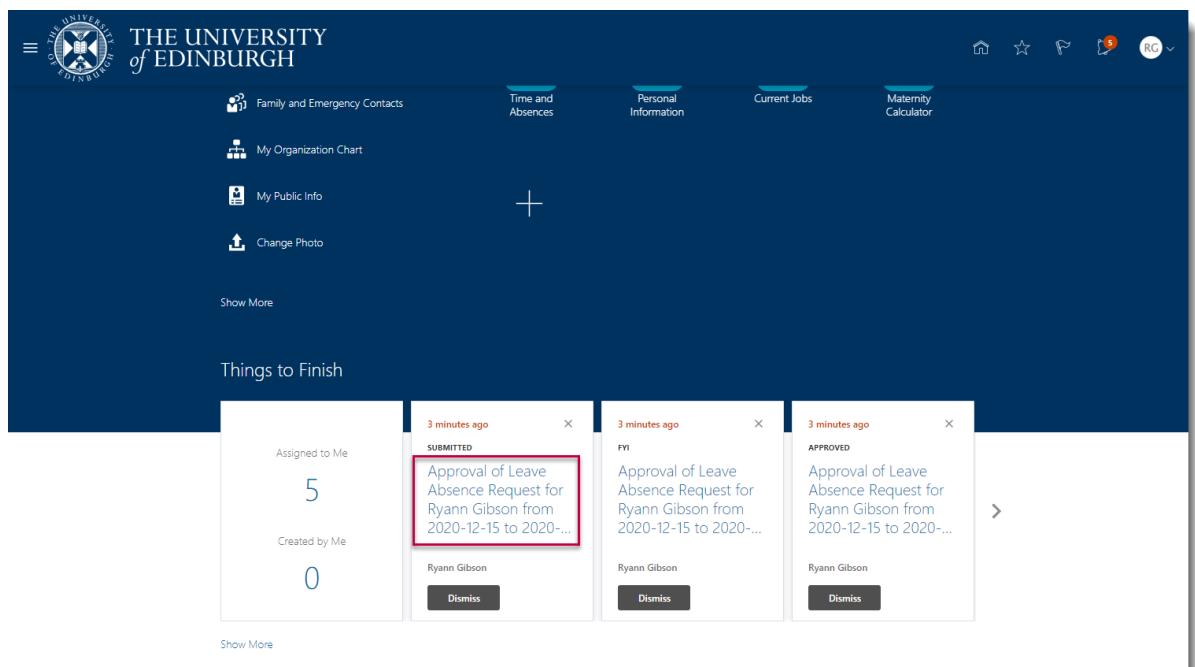
In Detail...

From Email notification:

1. Open the **email notification** of your leave approval and click on the **Online Notification** link at the bottom
2. In the new page that opens up, click on the **Add to calendar.ics** link under 'Submitted by'
3. Click to open the **Add to calendar file** (draft calendar event) that gets downloaded
4. Click **Accept** on the draft calendar event that opens up

From the system notification:

1. From the dashboard, scroll down to the **Things to Finish** section and click on the **Approval of Leave** link



2. **Follow steps 2-4 above** to add the approved leave to your outlook calendar.

Glossary