

Instructions for Importing Holiday Calendar

Outlook (2013 or 2016)

1. In Outlook on your desktop (Outlook 2013 or Outlook 2016), go to your Calendar.
2. Choose File > Open & Export > Import/Export.
3. In the Import and Export Wizard, choose Import an iCalendar (.ics) or vCalendar file, and then choose Next.
4. Browse to where you stored the extracted file, and choose the one that ends with gmail.com, and choose OK.
5. Choose Import.
6. Go to your Outlook calendar. You should now see the events there.

macOS Calendar

1. In the Calendar app on your Mac, if needed, create a new calendar for the events.
2. Choose File > Import.
3. Select the file with the events, then click Import.
4. Choose the calendar to add the events to.

Google Calendar

1. Open Google Calendar.
2. In the top right, click settings gear icon > Settings.
3. Click Import & Export.
4. Click Select file from your computer and select the file you exported. The file should end in ".ics" or ".csv".
5. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
6. Click Import.