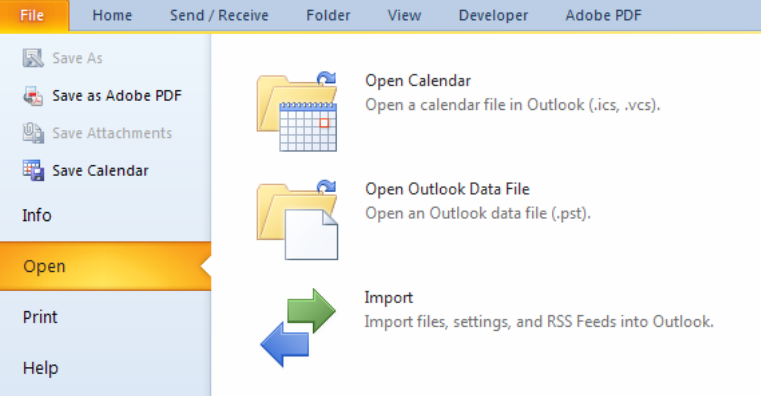
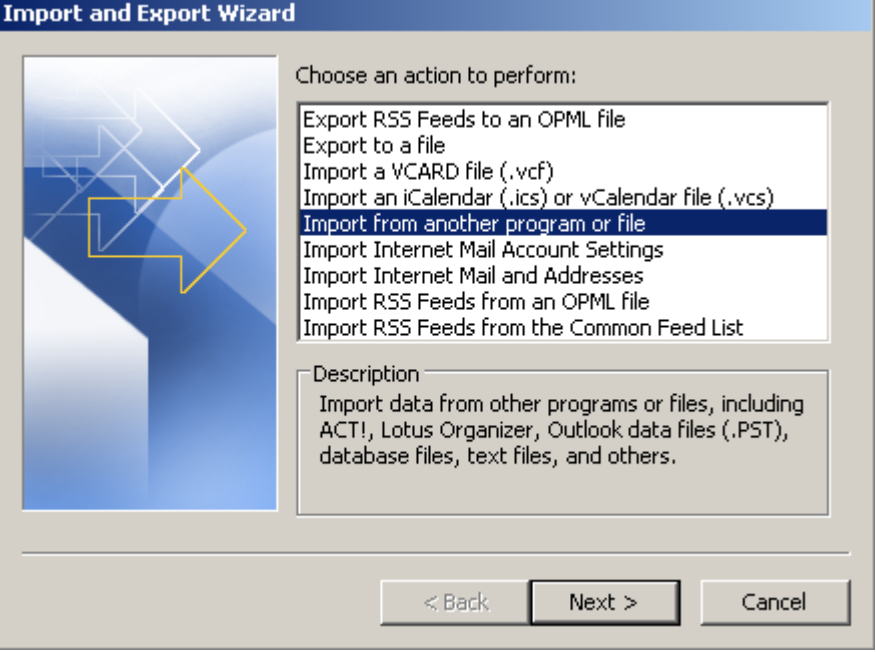
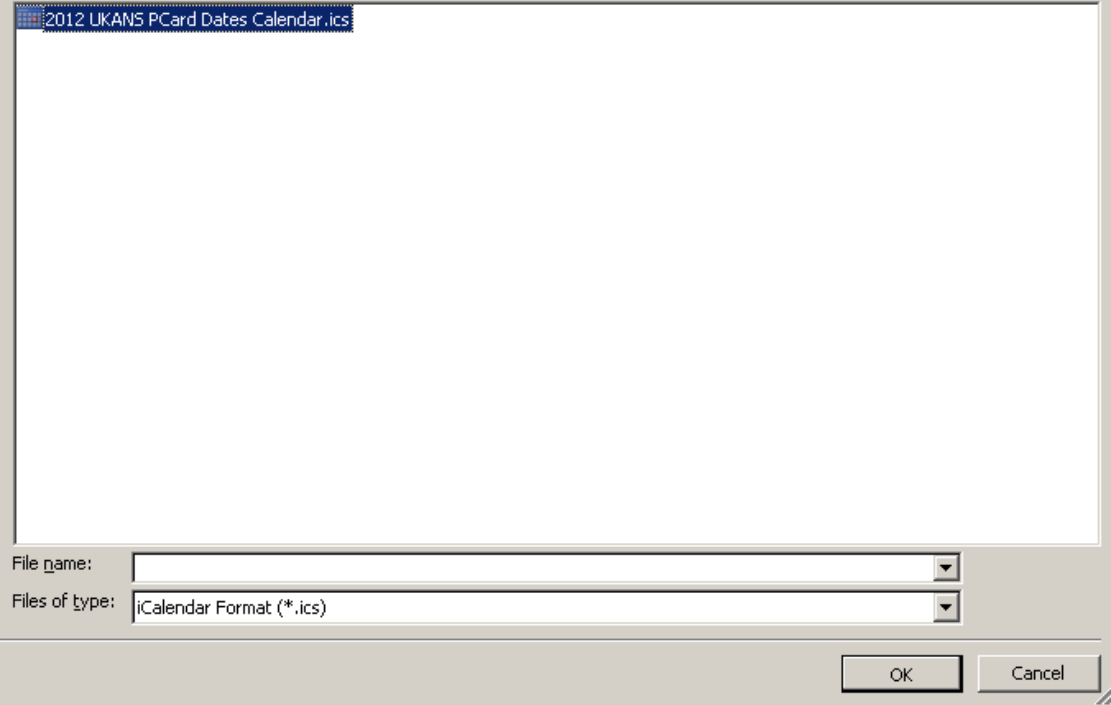
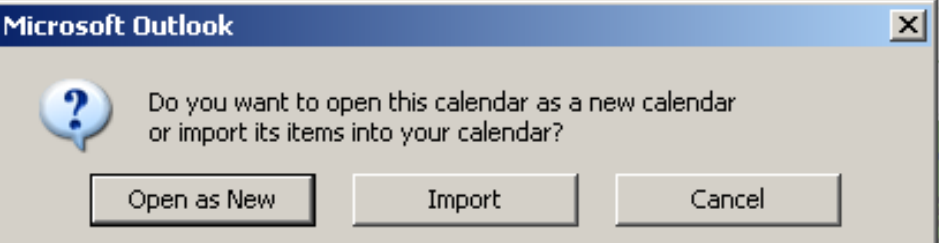


## Importing a Calendar from .ics File

Step	Action
1.	Right-click file name and save as .ics file to Desktop or other location.
2.	 <p>In Outlook, go to File→Open→Import. The Import and Export Wizard will appear.</p>
3.	 <p>In the Import and Export Wizard, select <i>Import an iCalendar (.ics) or vCalendar file</i>. Click “Next.”</p>

Step	Action
4.	 <p>Locate the saved file and click “<i>Ok.</i>”</p>
5.	 <p>Select <i>Import</i>. Importing the calendar dates is now complete.</p>