



Adding MFC recognized observances and holidays to your Google Calendar...



Step by step instructions...

Step 1:

Go to the Export area and select the time period and ics format.

Export Events

Export:	December ▾
	<input type="checkbox"/> Include Corporate Events
Format:	<input checked="" type="radio"/> *.ics (Outlook, iCal, Google Calendar, Sunbird, Blackberry) <input type="radio"/> Excel (Tab delimited file) <input type="radio"/> CSV (Comma delimited file)
Export	

Step 2:

After you select Export, the file will be created. In Chrome this appears in the bottom left.

The screenshot shows the Google Calendar interface. At the top, there is a navigation bar with links for +Bruce, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, and More. Below this is the Google logo and a search bar labeled "Search Calendar". The main heading is "Calendar" with a "Today" button and navigation arrows. The current date is "Dec 2 - 8, 2012".

On the left side, there is a "CREATE" button and a calendar view for "December 2012". The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates from 25 to 31. The date "5" is highlighted.

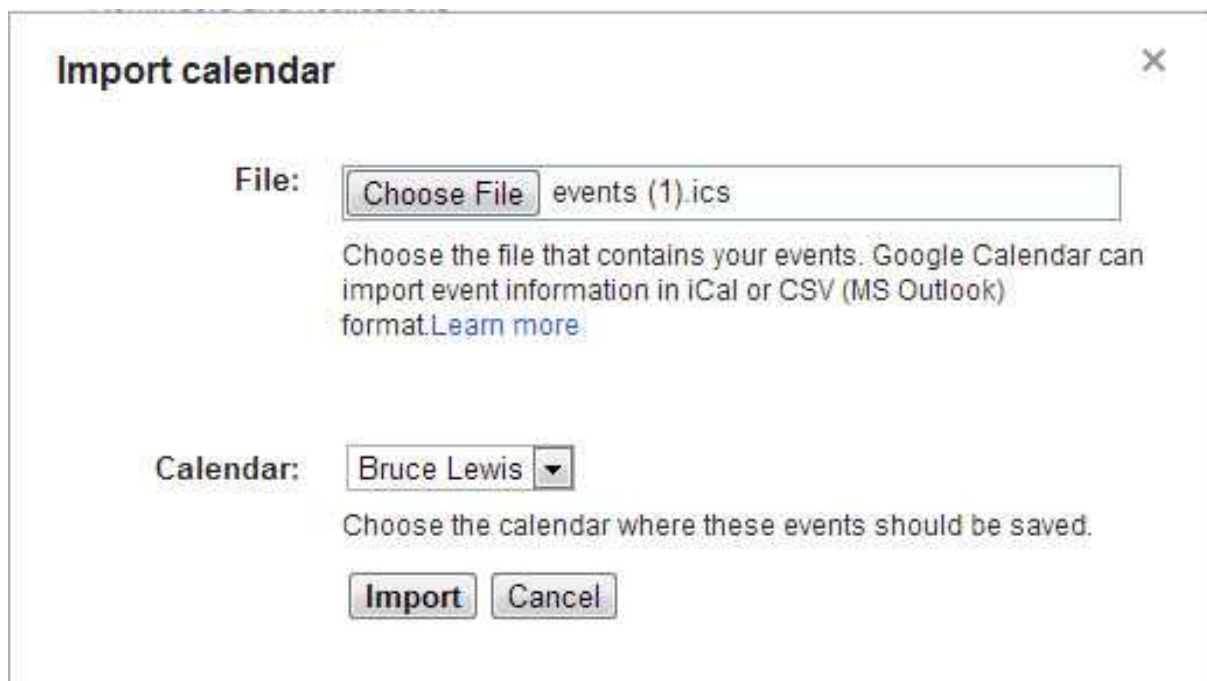
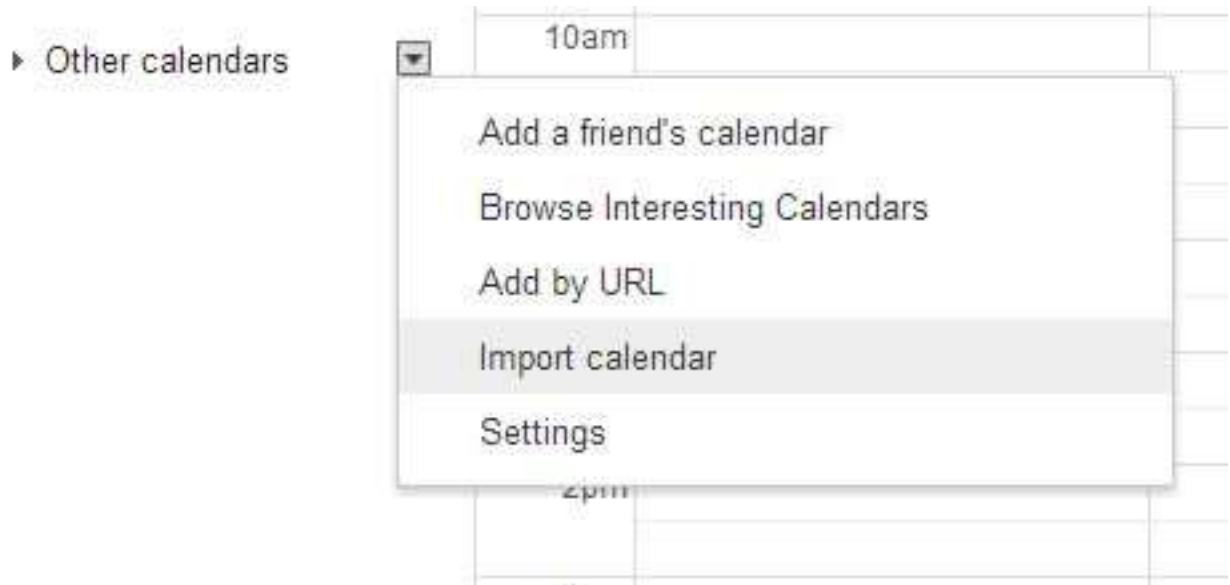
The main area displays a time slot grid for "Sun 12/2" and "Mon 12/3". The time slots are labeled "GMT-08" and range from "5am" to "9am". The grid is currently empty.

	Sun 12/2	Mon 12/3	T
GMT-08			
5am			
6am			
7am			
8am			
9am			

Step 3:

The next step is to log into your Google Account and go to the Calendar.

On the left side, there is the Other calendars drop down arrow. Select it and “Import calendar”.



Step 4:

Now find the file you created earlier and Import it.

Now to the Important part! You should see that the events were processed which shows that you have successfully imported the data into your calendar.



Your **Google Calendar** will now show you the events at the top of the Calendar just like the other all day events.



That's it. Job done.