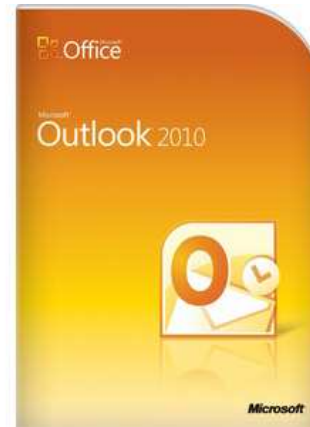




# Adding MFC recognized observances and holidays to your Outlook Calendar...



## Step by step instructions...

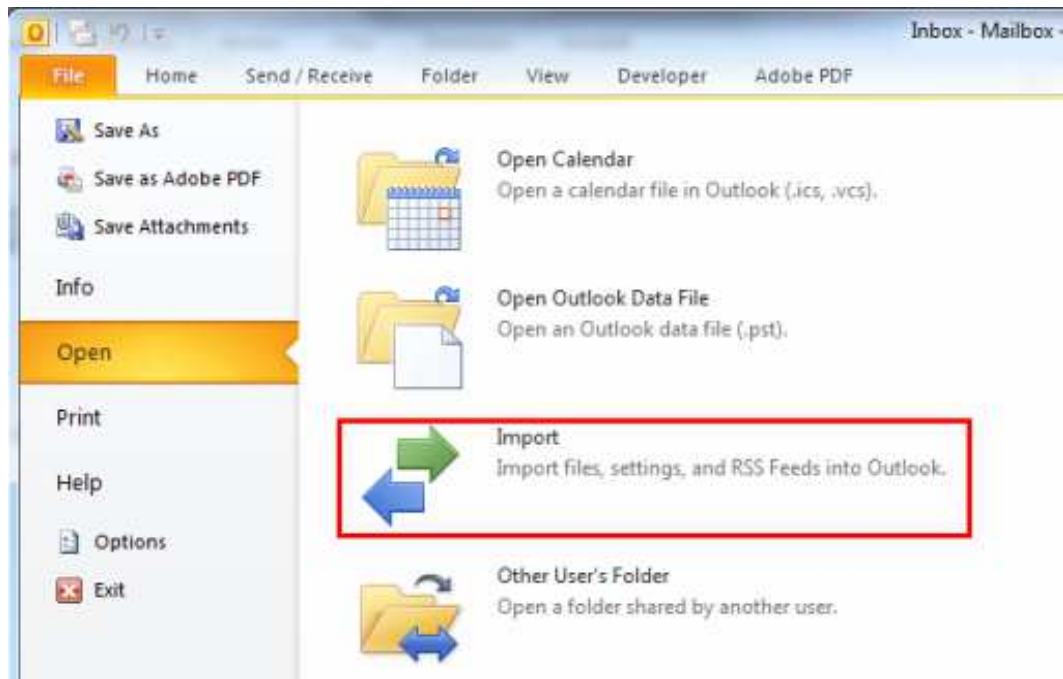
**Step 1:** Go to the Export area and select the time period and ics format and save to your desktop.

## Export Events

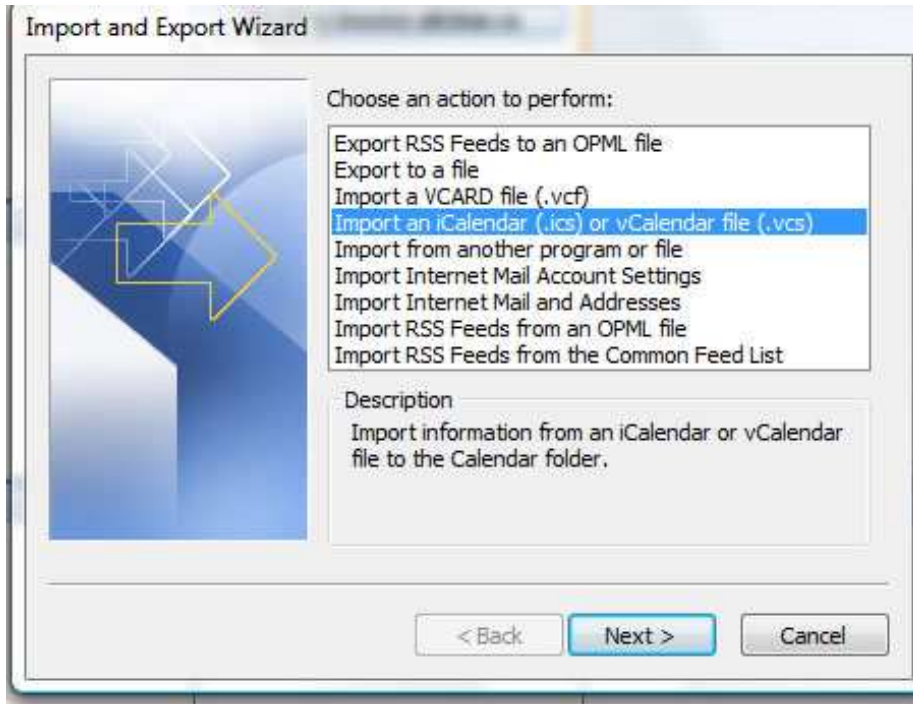
Export:	December ▾
	<input type="checkbox"/> Include Corporate Events
Format:	<input checked="" type="radio"/> *.ics (Outlook, iCal, Google Calendar, Sunbird, Blackberry) <input type="radio"/> Excel (Tab delimited file) <input type="radio"/> CSV (Comma delimited file)
<b>Export</b>	

## Step 2:

Open Outlook and click on File. Then select Import and Export.



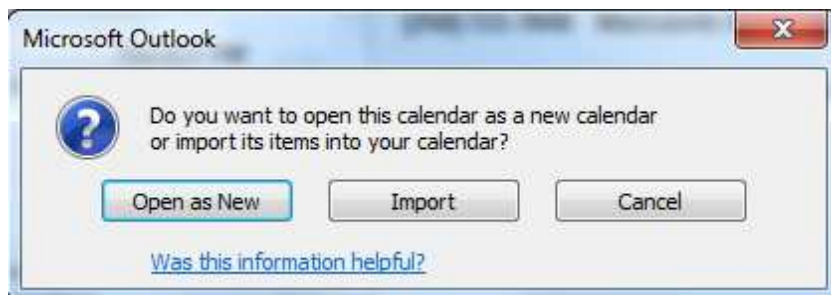
The **Import and Export Wizard** dialogue box will open.



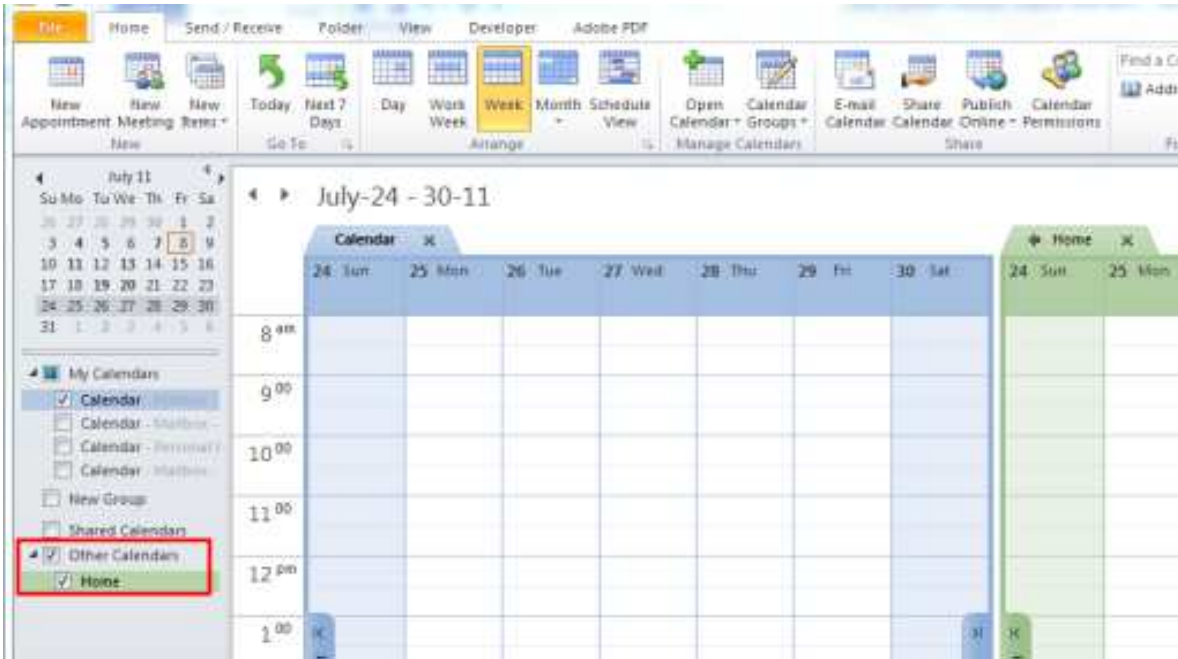
Select the Import an iCalendar entry.

### Step 3:

Select the file from the **Open file** dialogue box and click **OK**. A window will open where you can choose to create a new calendar or import the iCal data into your current calendar. If this file contains historical data that has been archived, we recommend adding the data into a new calendar folder by clicking **Open as New**. If you click on the **Import** button, the file will be imported directly into your current calendar.



If you decided to import the file into a new calendar, it will appear under **Other Calendars** in the Outlook task pane.



**That's it. Job done.**