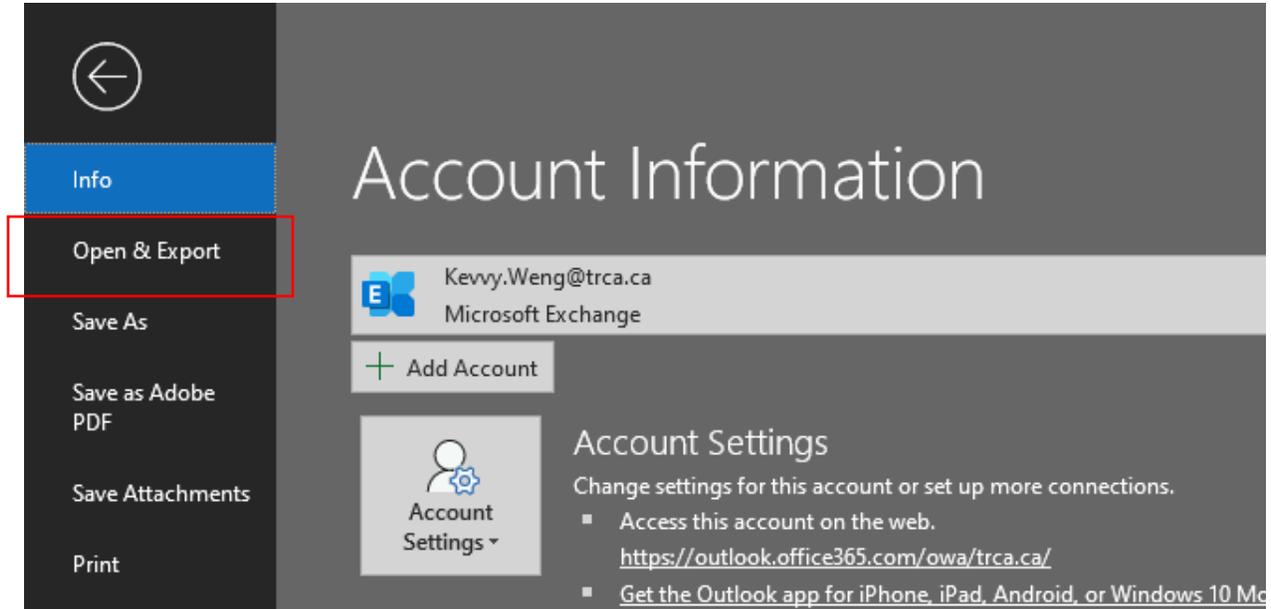
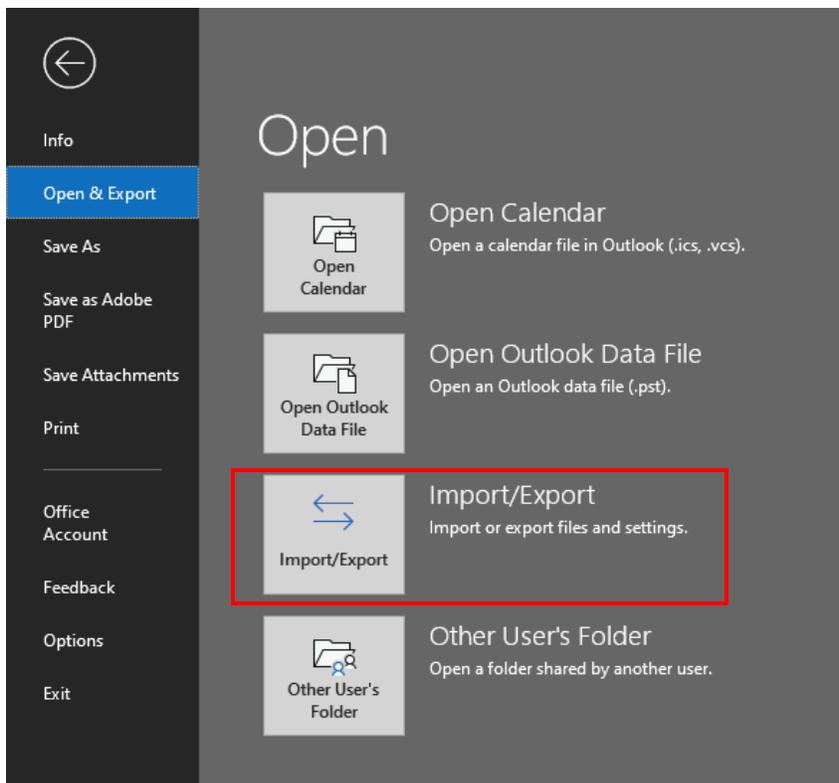


Step by Step on how to import all TRCA 2022 Holidays into your Outlook calendar.

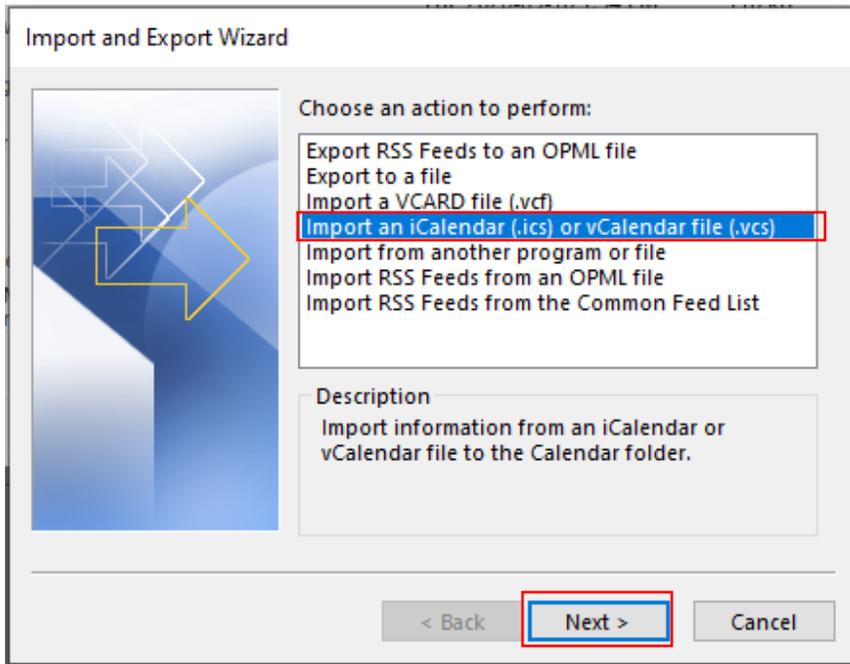
1. Save the **TRCA 2022 Holidays.ics** file to a place you can access. (In my example, I save the file to my Desktop)
2. Open Outlook and go to File and then **Open & Export**



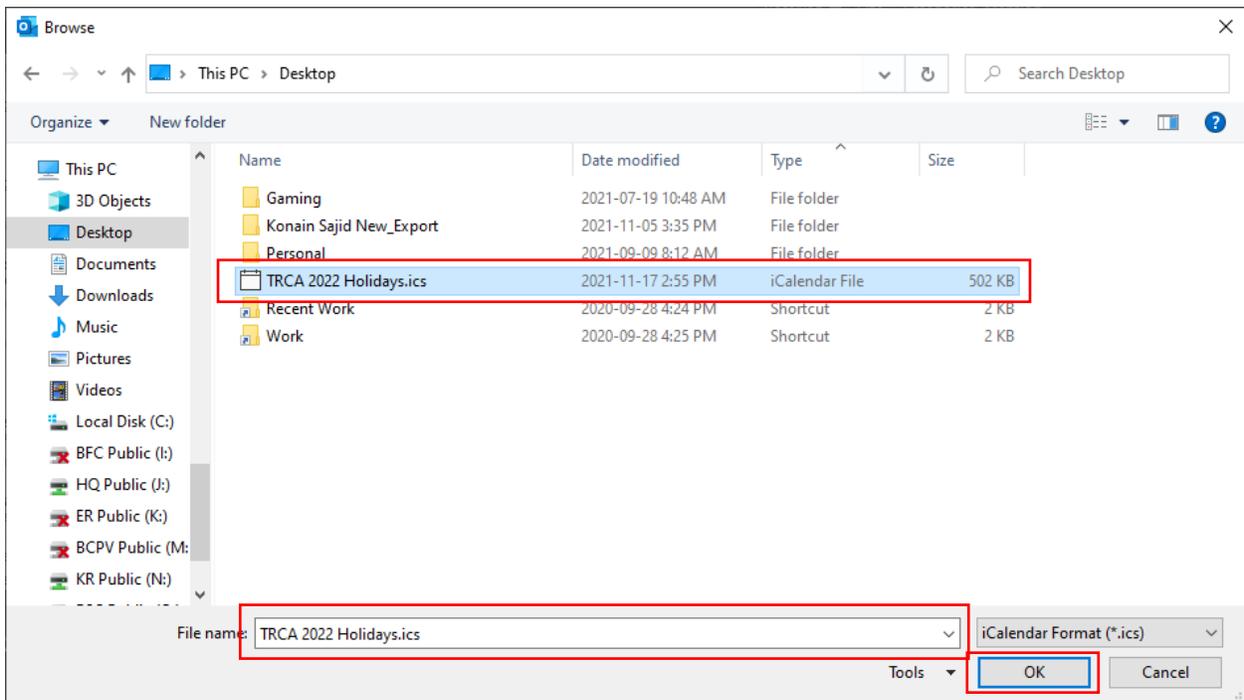
3. Click on **Import/Export**



4. Choose Import an iCalendar (.ics) or vCalendar file (.vcs) and then click “Next”



5. Browse to where you have the (.ics) file and click on “Ok”



6. Choose the Import option and then you are done.

