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"

Import and Export Wizard	1		
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf)		
	Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List		
	Description Import information from an iCalendar or vCalendar file to the Calendar folder.		
	< Back Next > Cancel		

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

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\leftarrow \rightarrow \checkmark \uparrow \blacksquare > This	PC → Desktop		~	ې کې Se	arch Desktop	
Organize 👻 New folder						•
This PC	Name	Date modified	Туре	Size		
3D Objects		2021-07-19 10:48 AM	File folder			
Desktop	📙 Konain Sajid New_Export	2021-11-05 3:35 PM	File folder			
Documents		2021-09-09 8:12 AM	File folder			
Downloads	TRCA 2022 Holidays.ics	2021-11-17 2:55 PM	iCalendar File	502 KB		
	Recent Work	2020-09-28 4:24 PM	Shortcut	2 KB		
J Music	Nork	2020-09-28 4:25 PM	Shortcut	2 KB		
E Pictures						
Videos						
🏪 Local Disk (C:)						
🗙 BFC Public (l:)						
🛖 HQ Public (J:)						
🛒 ER Public (K:)						
BCPV Public (M:						
🛖 KR Public (N:)						
File nar	ne: TRCA 2022 Holidays.ics			~ iCalend	ar Format (*.ics)	~
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6. Choose the Import option and then you are done.

