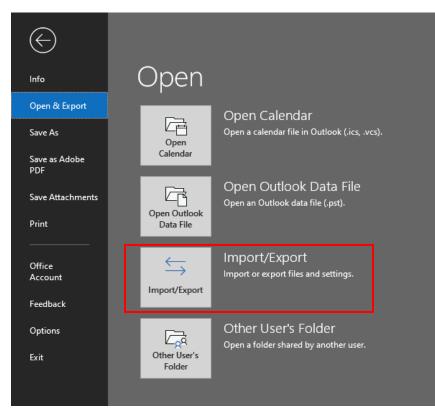
Step by Step on how to import all TRCA 2023 Holidays into your Outlook calendar

- 1. Save the **TRCA 2023 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 an iCalendar (.ics) or vCalendar file (.vcs)			
	Import an Calendar (itc) of Vealering interview 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"

Browse							×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare $>$ This	PC > Desktop		~	Q 0	Search Desktop		
Organize 👻 New folder							?
This PC	Name	Date modified	Туре	Size			
3D Objects	Desktop	2022-01-28 1:54 PM	File folder				
C Desktop	Personal	2022-08-30 7:39 PM	File folder				
Documents	Visa	2022-11-23 2:01 PM	File folder				
Downloads	Recent Work	2022-01-28 1:48 PM	Shortcut	2 KB	-		
	TRCA 2023 Holidays.ics	2022-12-09 9:44 AM	iCalendar File	503 KB			
J Music	Work	2022-01-28 1:49 PM	Shortcut	2 KB	-		
Pictures							
Videos							
🏪 Local Disk (C:)							
DATA (D:)							
🛖 BFC Public (l:)							
🛖 HQ Public (J:)							
🛖 ER Public (K:)							
🛖 BCPV Public (M:							
File nan	ne: TRCA 2023 Holidays.ics			→ iCaler	ndar Format (*.ics)		\sim
			То	ols 🔻	OK (Cancel	

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

