Step by Step on how to import all TRCA 2023 Holidays into your Outlook calendar
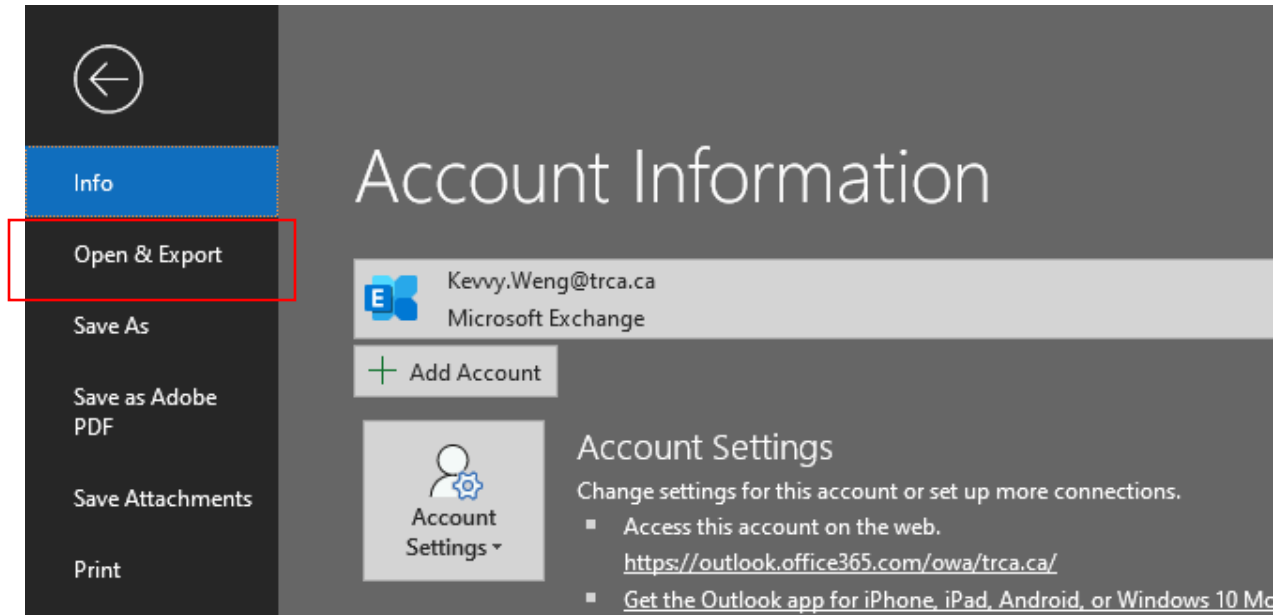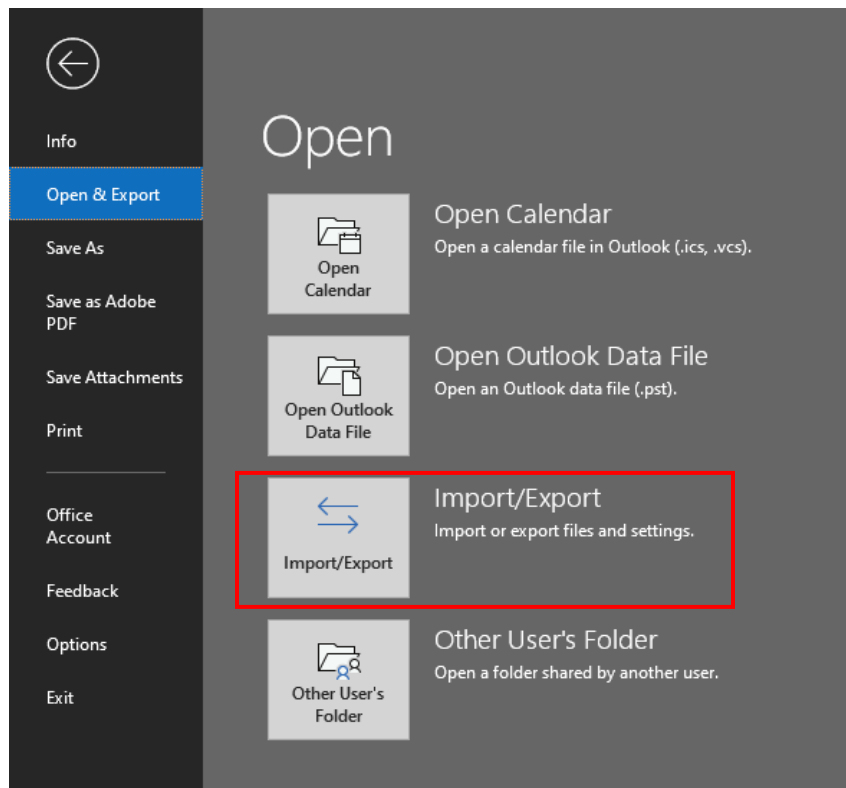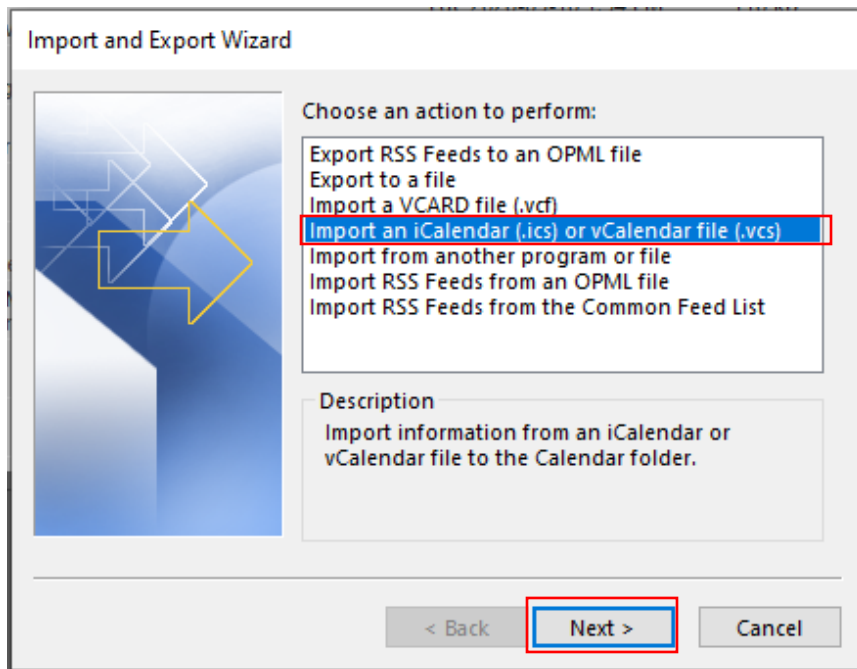
1. Save the **TRCA 2023 Holidays.ics** file to a place you can access. (In my example, I save the file to my Desktop)
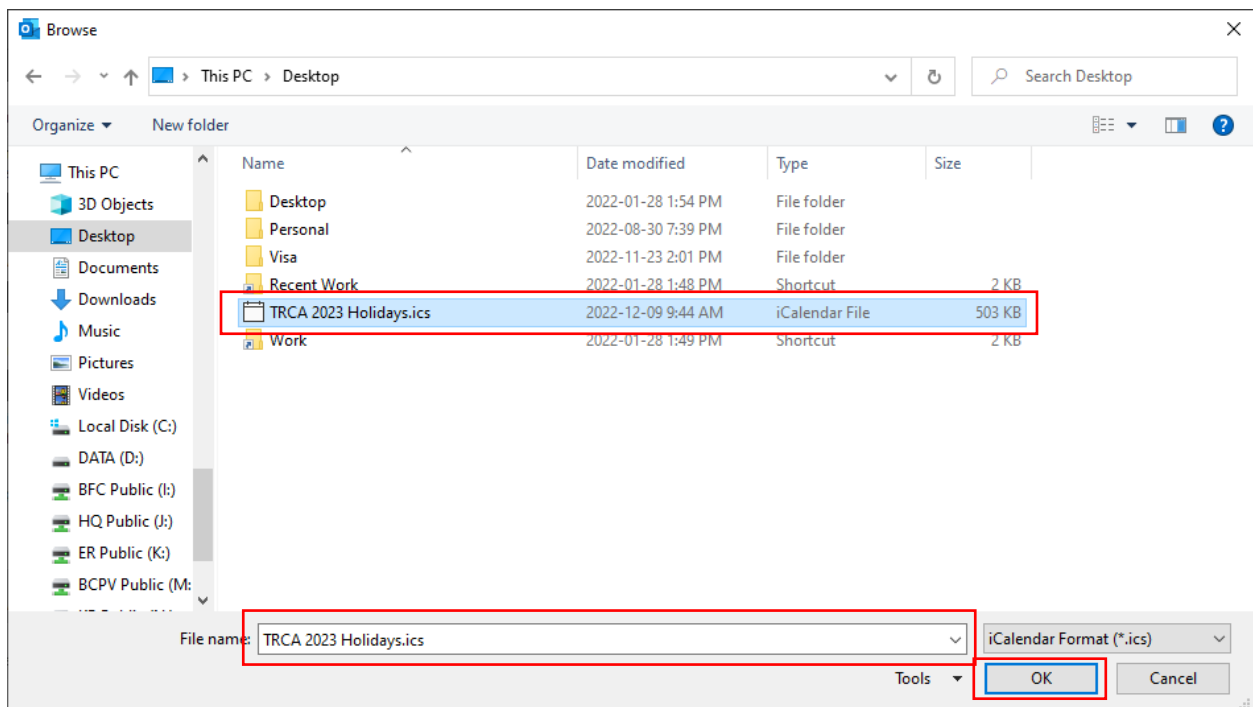2. Open Outlook and go to File and then **Open & Export**

3. Click on **Import/Export**

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

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

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