

1. In Outlook, navigate to File > Open & Export > Import/Export > Import an iCalendar (.ics) or vCalendar file (.vcs)
2. Find and select the calendar file you want to import
3. Choose to open as a new calendar or import the events into your personal calendar

Apple Computers

1. In Outlook, navigate to the Calendar menu
2. Decide if you want to import the events into your personal calendar or if you want to import the calendar files into a new calendar
 - a. For importing into personal calendar
 - xHave your personal calendar as your active calendar, then drag and drop the calendar file from your desktop onto your calendar
 - b. For importing into a new and separate calendar:
 - xCtrl+click your calendar icon in the calendar list, then click the plus sign (+) to create a new calendar and name the new calendar