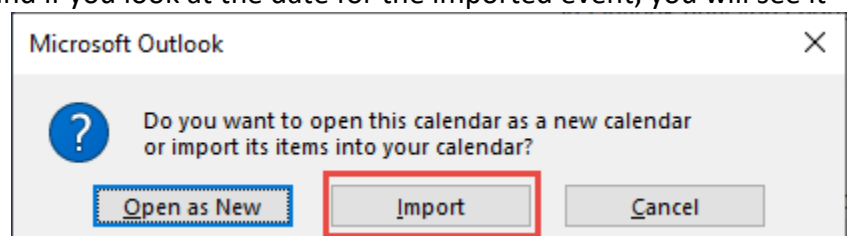
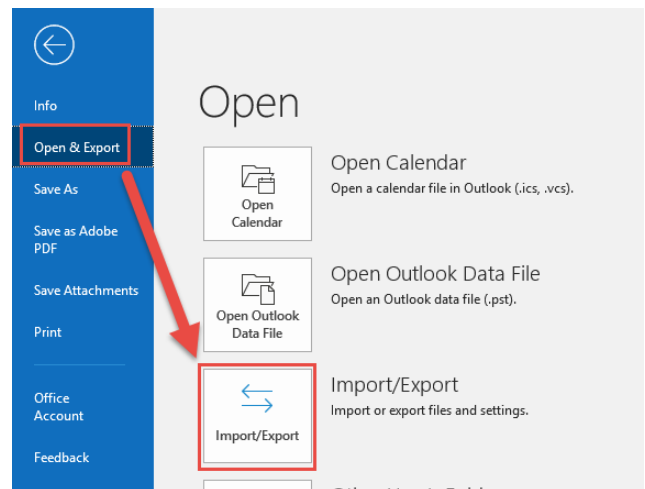




Outlook: Adding an iCal appointment to your Outlook Calendar

Scenario: I just signed up for a webinar. The confirmation included an iCal file (with an .ics file extension) – that includes the details of the event. I want to add it to my Outlook calendar...without having to manually repeat the information.

1. Click the iCal link that is offered to you.
2. When you are prompted, SAVE the file to your computer. Pay attention to where (folder/subfolders) you place it.
3. In Outlook, click the FILE tab – then click OPEN & EXPORT – then click the IMPORT/EXPORT button.
4. At the IMPORT AND EXPORT WIZARD window, click the IMPORT AN ICALENDAR (.ICS) OR VCALENDAR FILE (.VCS)...then click NEXT.
5. At the BROWSE window, go find your file – click on it – then click the OK button (bottom-right).
6. When the little Microsoft Outlook window (shown here) appears – click IMPORT.
7. Your calendar will be presented to you – and if you look at the date for the imported event, you will see it on the specified date.
8. You can then double-click the appropriate and further customize it (categories, reminder, etc) to better suit your needs.



Next tip: How to create an iCal file for others to import into *their* calendars.