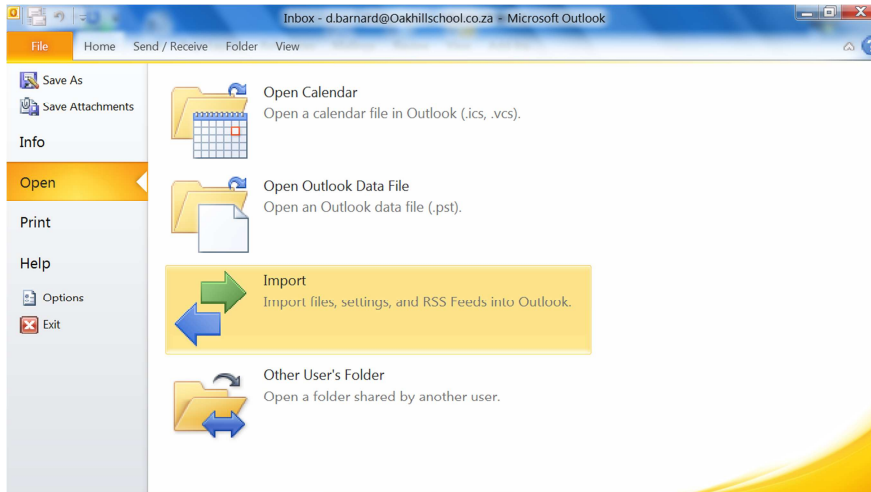


How to import your calendar

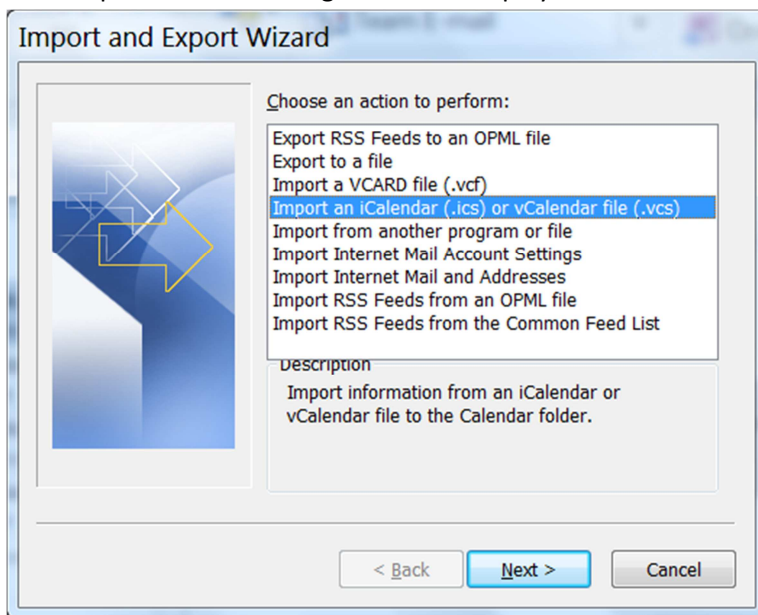
- Download the file called 'College Calendar (2011 Term4)' or 'Prep Calendar (2011 Term 4)' – save it to your **Documents** folder

Microsoft Outlook

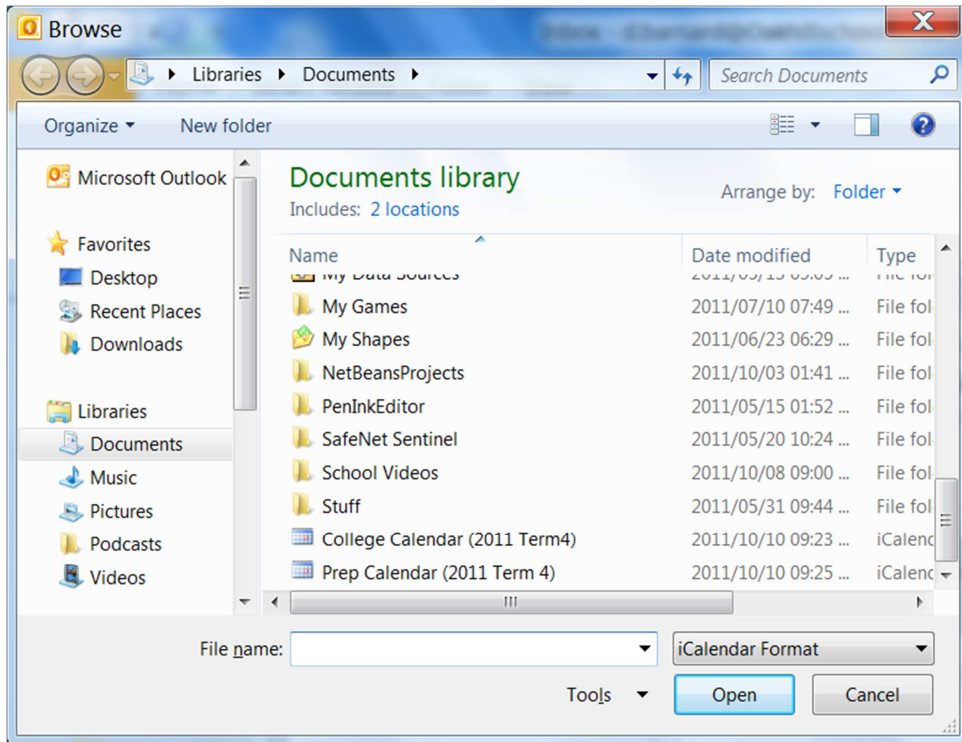
- Open Microsoft Outlook
- Click File, Open – the following window is displayed:



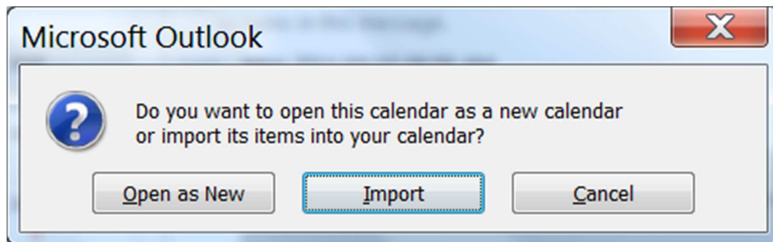
- Click Import – the following window is displayed:



- Select **'Import an iCalendar (.ics) or vCalendar file (.vcs)'** – the following window is displayed:



- Double-click the file you want to import – the following window is displayed:



- Click **'Import'** – the calendar will now appear in your Outlook Calendar