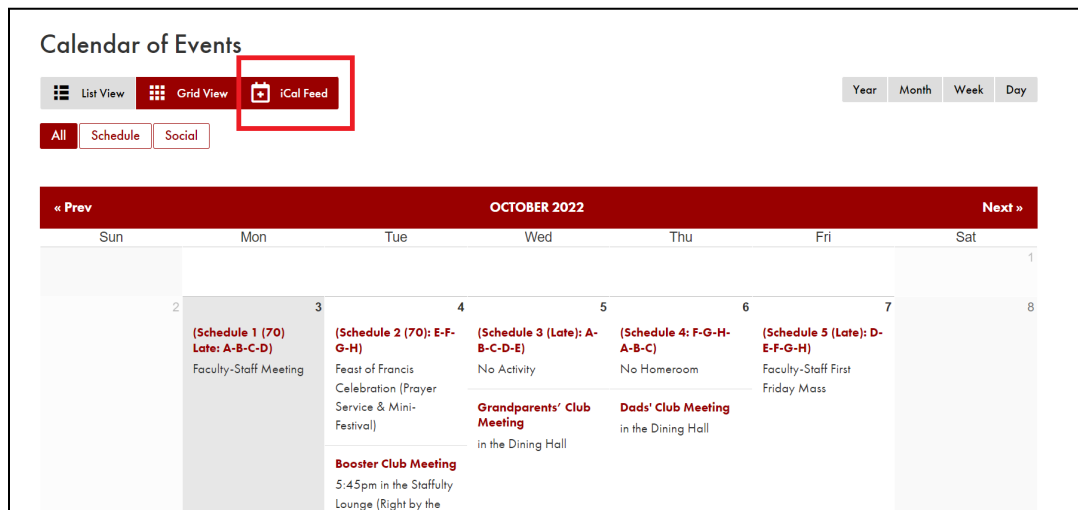


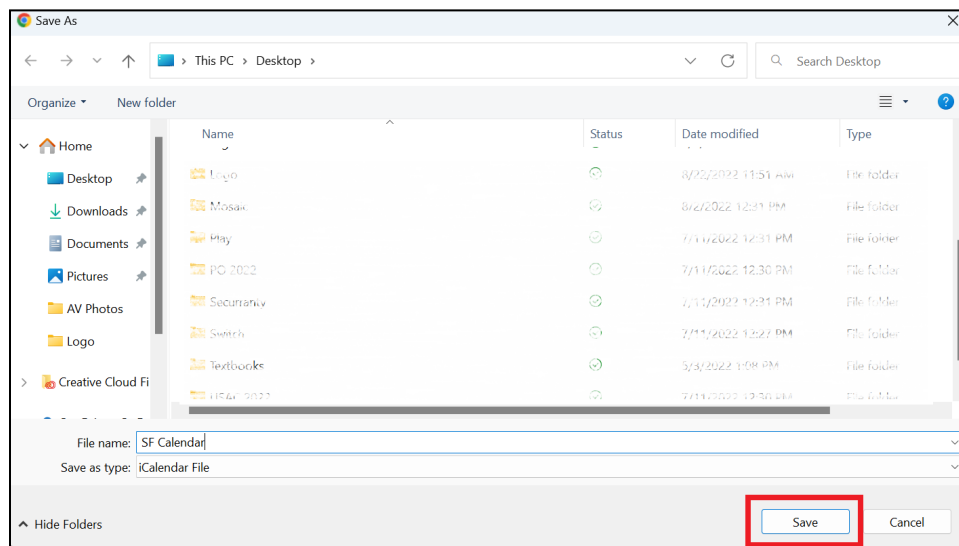
Import iCal Files to a Google Calendar

To add the new SF online calendar to your Google Calendar, follow these instructions.

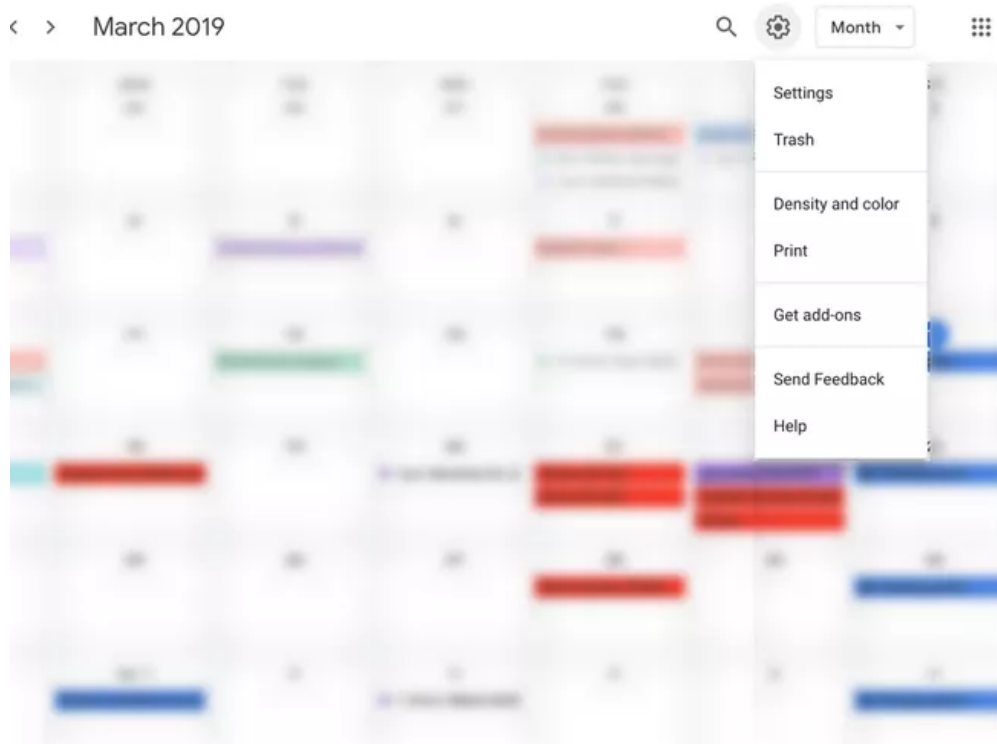
Step 1: Go to the online [SF Calendar](#). Click on “iCal Feed”.



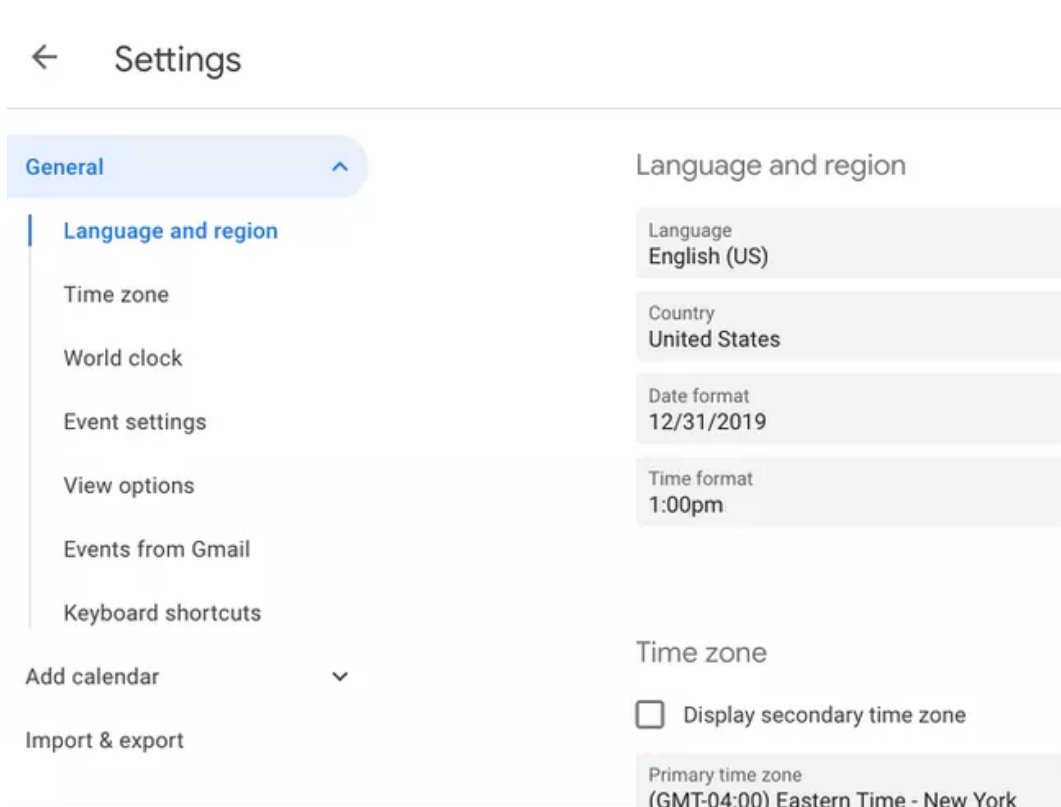
Step 2: Name the iCal file and save it to your computer.



Step 3: Open [Google Calendar](#) at calendar.google.com. Select the gear icon to the left of your profile image on the top of Google Calendar. Choose Settings in the drop-down menu.



Step 4: Select the Import & export option from the options on the left side of the screen. Choose Import under Import & export. Choose the option called Select file from your computer in the Import section. Find and open the ICS file you want to use.



Step 5: Select the calendar you want to import the ICS events to in the Add to calendar drop-down menu. Choose Import.

Note: To make a new calendar that you can use the ICS file with, go into Settings and choose Add calendar. Fill out the new calendar details and then finish making it with the CREATE CALENDAR button. Then, select that calendar during the Import process.