Import iCal Files to an Outlook Calendar

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

Step 1: Go to the online <u>SF Calendar</u>. Click on "iCal Feed".

Calendar of I	Grid View	d			Year	Month	Week	Day
« Prev			OCTOBER 2022				N	ext »
Sun	Mon	Tue	Wed	Thu	Fri		Sat	
	3	4	5		6	7		ł
	(Schedule 1 (70) Late: A-B-C-D)	(Schedule 2 (70): E-F- G-H)	(Schedule 3 (Late): A- B-C-D-E)	(Schedule 4: F-G-H- A-B-C)	(Schedule 5 (Late): D- E-F-G-H)			
	Faculty-Staff Meeting	Feast of Francis Celebration (Prayer	No Activity	No Homeroom	Faculty-Staff First Friday Mass			
		Service & Mini-	Grandparents' Club	Dads' Club Meeting				
		Festival)	Meeting in the Dining Hall	in the Dining Hall				
		Booster Club Meeting						
		5:45pm in the Staffulty						
		Lounge (Right by the						

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

Save As				
$\leftrightarrow \rightarrow \checkmark \uparrow$	> This PC > Desktop >	✓ C Q Search Desktop		
Organize • New fold	er			≣ •
- 🔶 Home	Name	Status	Date modified	Туре
🛄 Desktop 🔹 🖈	😂 Logo	Ø	8/22/2022 11:51 Aivi	File folder
🚽 Downloads 🖈	🔝 Mosaic	\odot	8/2/2022 12:31 PM	File folder
📑 Documents 🖈	🔐 Play		7/11/2022 12:31 PM	File folder
🔀 Pictures 🔹 🖈	📅 PO 2022		7/11/2022 12:30 PM	File folder
AV Photos	🗺 Securranty	\odot	7/11/2022 12:31 PM	File folder
Logo	🚬 Switch	\odot	7/11/2022 12:27 PM	File folder
	🔚 Textbooks	\odot	5/3/2022 1:08 PM	File folder
o Creative Cloud Fi	115AF 2022	ଭ	771170000 10-30 DM	File folder
File annual SE C	alandar			_
File name: SFC	alendarj			

Step 3: Locate the calendar you saved.

A. Sign in to Outlook.com.

- B. At the bottom of the page, select $\boxed{100}$.
- C. In the navigation pane, select **Add calendar**.
- D. Select Upload from file.



- E. Select **Browse**, choose the .ics file you want to upload, and then select **Open**.
- F. Select the calendar that you want the file imported to, and then select **Import**.

Modified from https://support.microsoft.com/en-us/office/import-or-subscribe-to-a-calendar-in-outlook-com-cff1429c-5af6-41ec-a5b4-74f2c278e98c