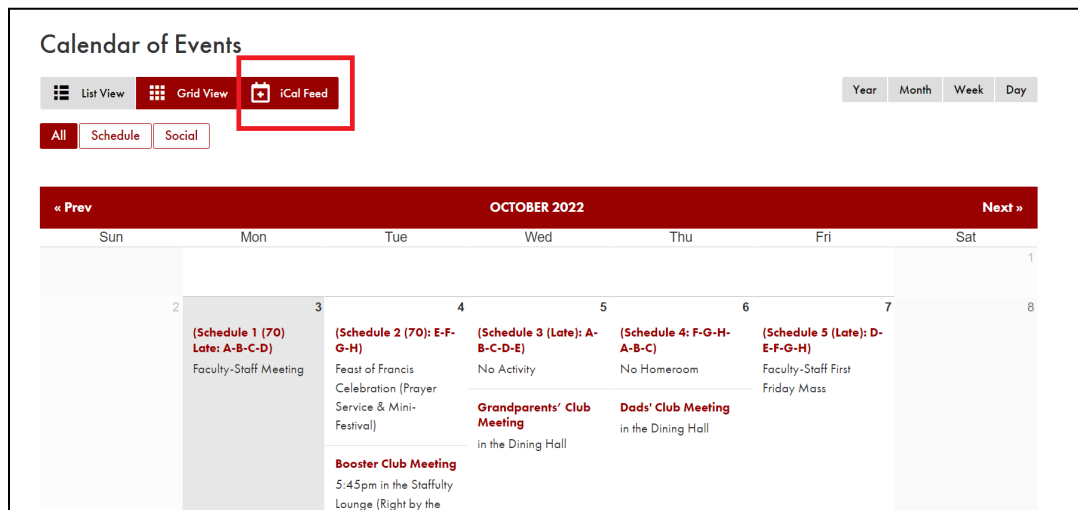


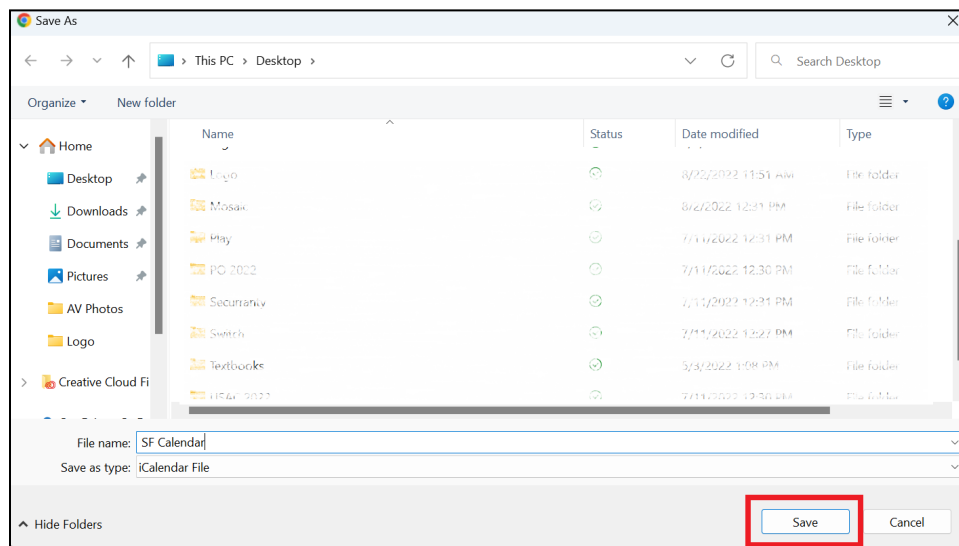
Import iCal Files to an Outlook Calendar

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

Step 1: Go to the online SF Calendar. Click on “iCal Feed”.




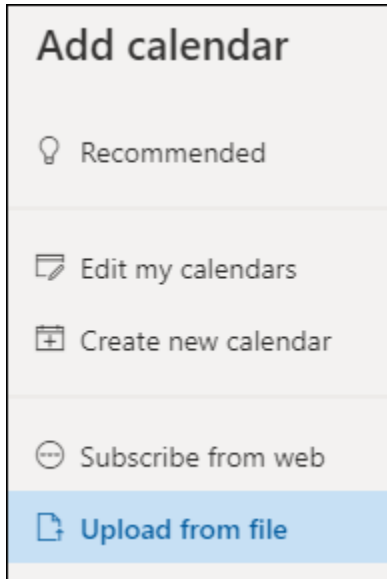
Step 2: Name the iCal file and save it to your computer.



Step 3: Locate the calendar you saved.

A. [Sign in to Outlook.com.](#)

- B. At the bottom of the page, select  .
- 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>