# Import iCal Files to a Mac Calendar

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

**Step 1:** Go to the online SF Calendar.  Click on "iCal Feed".
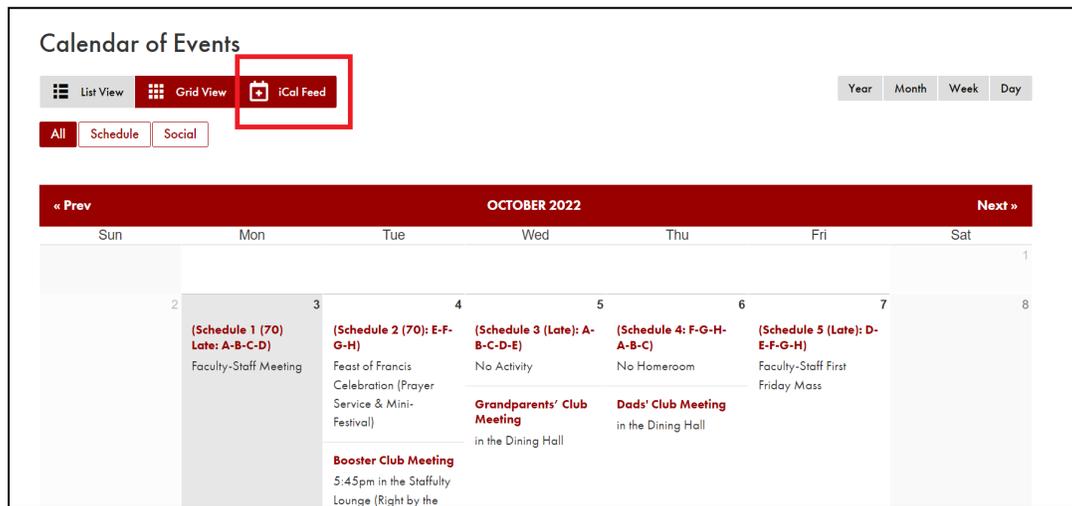


**Step 2:** Name the iCal file and save it to your computer.
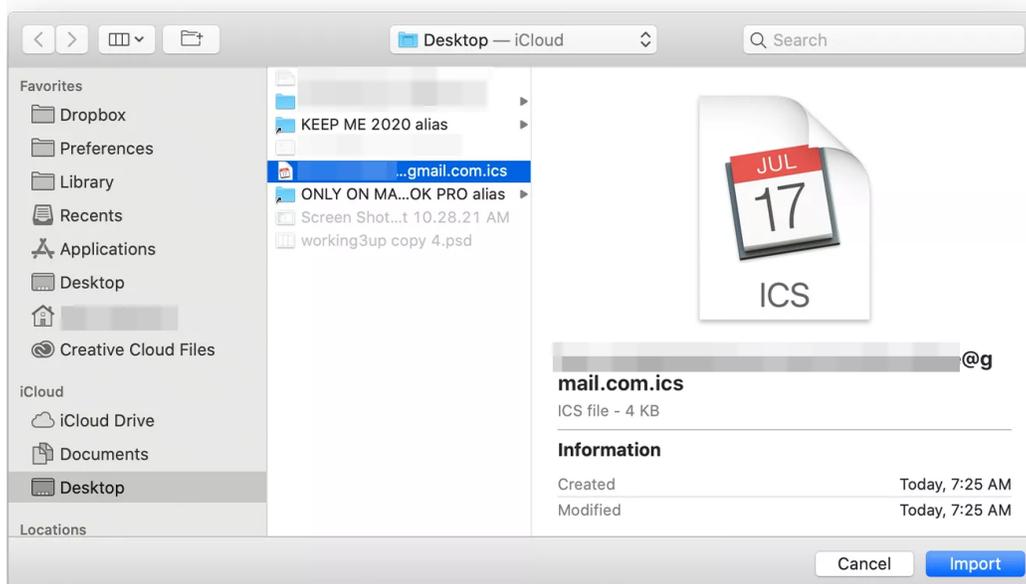


**Step 3:** Open Calendar on your Mac. Click File on the menu bar and select Import from the drop-down menu.
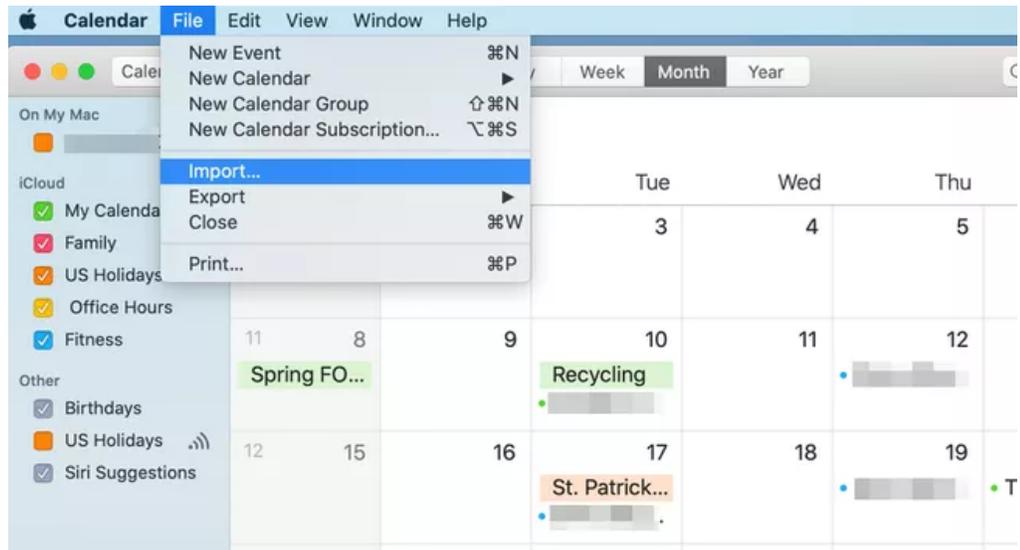
**Step 4:** Locate and highlight the desired ICS file and click Import.
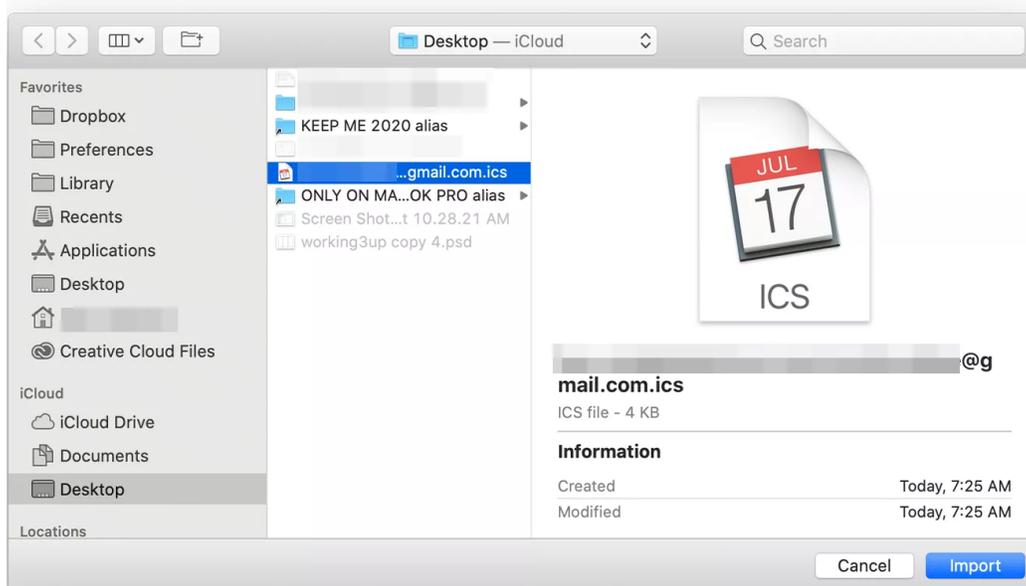


**Step 5:** Select the calendar to which you want the imported events added **or** select New Calendar to create a new calendar for the imported schedule.
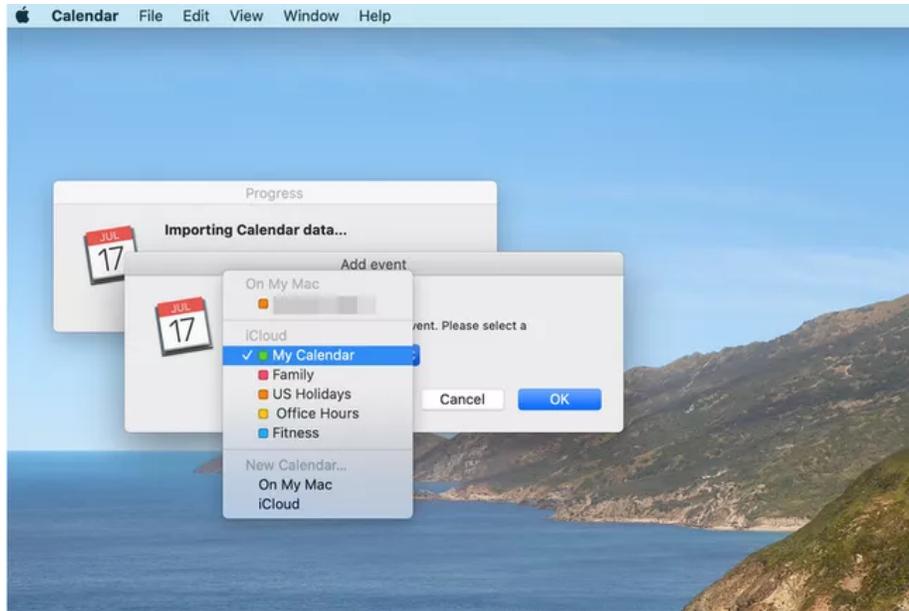
**Step 6:** Select "OK". All your calendar entries are now consolidated in the Apple Calendar application.

Modified from