## 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".

Calendar of I List View III O All Schedule So	Srid View				Year	Month	Week	Day
« Prev			OCTOBER 2022				N	ext »
Sun	Mon	Tue	Wed	Thu	Fri		Sat	
2	3	4	5		6	7		1 8
	(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				
		Booster Club Meeting	In the Dining Fidir					
		5:45pm in the Staffulty						
		Lounge (Right by the						

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

	Desktop — iClo	oud 🗘	Q Search	
Favorites	<ul> <li>KEEP ME 2020 alias</li> <li>gmail.com.ics</li> <li>ONLY ON MAOK PRO alias</li> <li>Screen Shott 10.28.21 AM</li> <li>working3up copy 4.psd</li> </ul>	mail.com.ics	ICS	@g
Documents Desktop Locations		Information Created Modified		Today, 7:25 AM Today, 7:25 AM
			Cance	el Import

**Step 3:** Open Calendar on your Mac. Click File on the menu bar and select Import from the drop-down menu.

Calendar File	E Edit View Wi lew Event lew Calendar lew Calendar Group lew Calendar Subscr	indow Help ₩N ♪ ☆೫N ription ℃೫S	/ Week Mo	onth Year	(
iCloud Ir My Calenda C Family	mport ixport Close	► ₩W	Tue 3	Wed	Thu 5
US Holidays P Office Hours Fitness	11 8	9	10	11	12
Other           Other           Image: Birthdays           US Holidays	Spring FO	16	Recycling	18	19
Siri Suggestions	10	10	St. Patrick	10	• • • T

**Step 4:** Locate and highlight the desired ICS file and click Import.

	🛅 Desktop — iClo	oud 🗘	Q Search	
Favorites Dropbox Preferences Library Recents Applications Desktop Creative Cloud Files iCloud Cloud Drive	<ul> <li>KEEP ME 2020 alias</li> <li>gmail.com.ics</li> <li>ONLY ON MAOK PRO alias</li> <li>Screen Shott 10.28.21 AM</li> <li>working3up copy 4.psd</li> </ul>	mail.com.ics	JUL 17 ICS	@g
Documents		Information		
Desktop		Created		Today, 7:25 AM
Locations		Modified	Can	Today, 7:25 AM
			Cano	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 Lifewire Tech for Humans