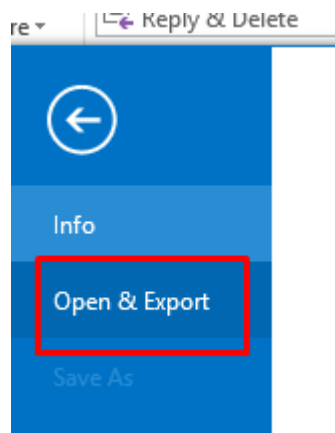


Importing session calendar to Outlook calendar

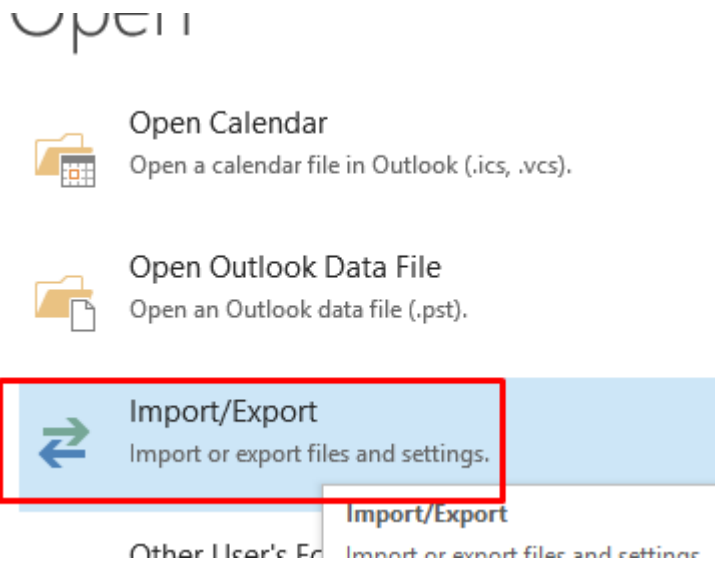
Click the 'Download the session calendar' button at the top of the required session. If using Google Chrome the ics file will save automatically to downloads. If using Firefox you will need to save the ics file to downloads.

Download the session calendar

1. In Outlook go to your personal or school calendar.
2. Choose file → open and Export



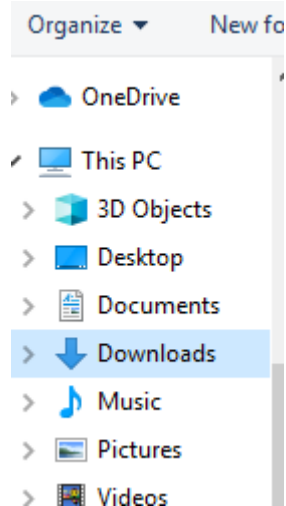
3. Select import /export



4. A pop up – Import and Export Wizard will appear. Select Import an 'calendar (ics) or vcalendarfile (vcs)' as shown below.
5. Click next



6. Locate your downloads



7. Locate the file 'calendar_export-checklist_ics'. Select and click OK

8. At the end of the wizard you will have the option to import.

