

How to use iCal Files

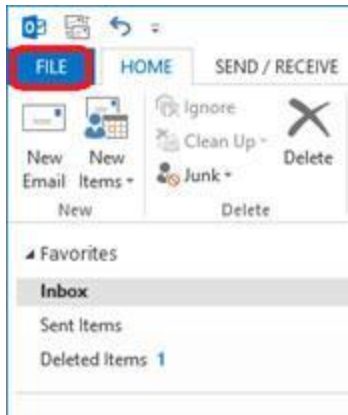
iCalendar is a computer file format which allows Internet users to share calendars with other Internet users by sharing files with an extension of .ics. iCalendar is used and supported by a large number of products, including Google Calendar, Apple Calendar Lotus Notes, Yahoo! Calendar and Microsoft Outlook. Here's how to import iCal files to the most popular calendar clients.

How to Import to Google Calendar

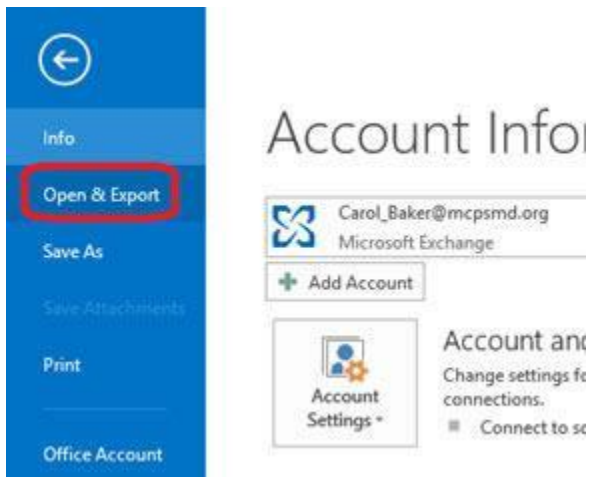
1. From the email/website, right click the text "iCal address." Left click on "Copy link address."
 2. Open Google Calendar.
 3. To the left of the screen, look for "Other Calendars."
 4. Click on the down arrow icon and select "Add by URL."
 5. Right click and paste the iCal address.
 6. Click "Add Calendar."
 7. The calendar will automatically update to your calendar. Please make sure that the calendar is active with a colorful button.
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How to Import to Outlook

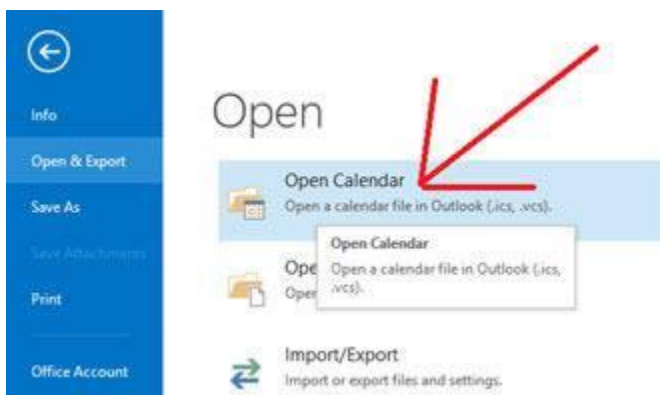
1. From the email/website, click on the "iCal address."
2. Download the file and save it to your computer. (Remember where you saved it!)
3. Open Outlook
4. Select the File Tab



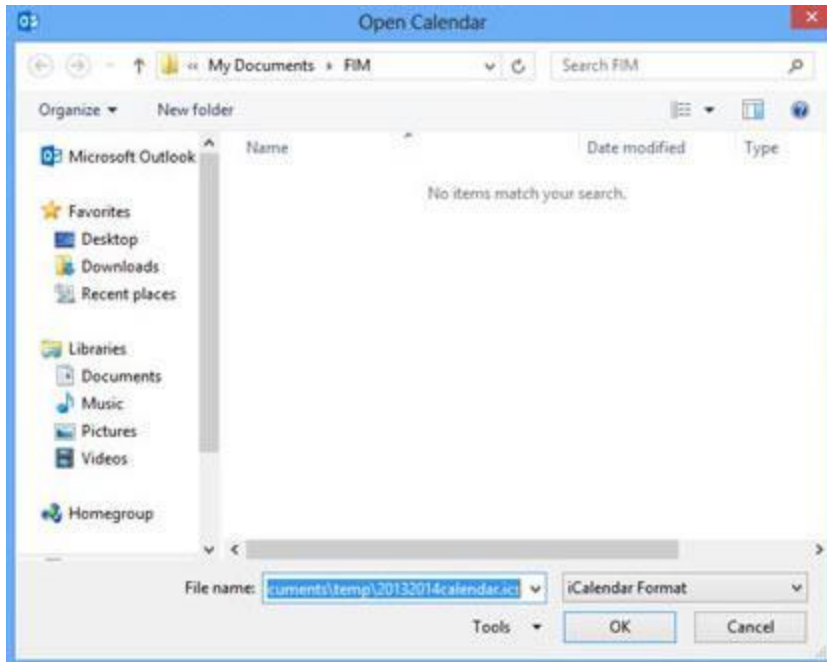
5. Select Open & Export



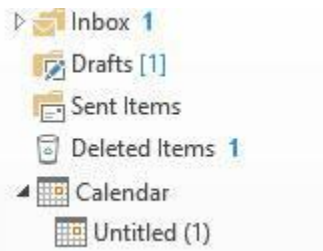
6. Select Open Calendar



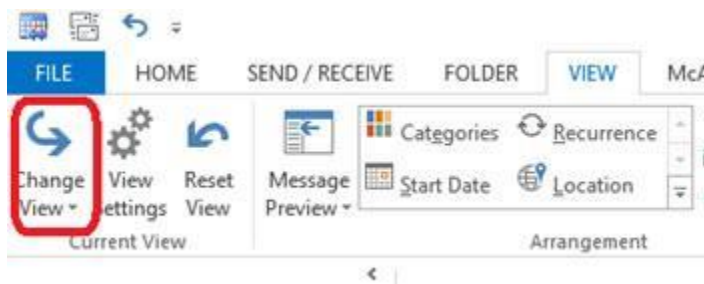
7. Navigate to find the ICS file you downloaded and click OK



8. A new calendar will be created in your personal mailbox called Untitled (1). It will be under your Calendar



9. Highlight the new calendar and then go to the View menu at the top of the Outlook screen. Look in the Current View section of the menu bar and select Change View.



8. Click on Change View and select List



- Click on the calendar in list form and select CTRL + A to select all then CTRL + C to copy the calendar

 A screenshot of an Outlook calendar in list view. The table has columns for SUBJECT, LOCATION, START, END, RECURRENTLY PATTERN, and CATEGORIES. The data is as follows:

| SUBJECT | LOCATION | START | END | RECURRENTLY PATTERN | CATEGORIES |
|-----------------------------------|----------|-------------------------|-------------------------|-----------------------------|-------------------|
| Recurrence (none): 44 items | | | | Recurrence (none): 44 items | |
| MCPS - Holiday - Independence... | | Thu 7/4/2013 12:00 AM | | | School Year Calen |
| MCPS - Professional day for L... | | Mon 8/19/2013 12:00 AM | Tue 8/20/2013 12:00 AM | | School Year Calen |
| MCPS - Professional day for L... | | Tue 8/20/2013 12:00 AM | Wed 8/21/2013 12:00 AM | | School Year Calen |
| MCPS - Professional day for L... | | Wed 8/21/2013 12:00 AM | Thu 8/22/2013 12:00 AM | | School Year Calen |
| MCPS - Professional day for L... | | Thu 8/22/2013 12:00 AM | Fri 8/23/2013 12:00 AM | | School Year Calen |
| MCPS - Professional day for L... | | Fri 8/23/2013 12:00 AM | Sat 8/24/2013 12:00 AM | | School Year Calen |
| MCPS - First day of school for... | | Mon 8/26/2013 12:00 AM | Tue 9/2/2013 12:00 AM | | School Year Calen |
| MCPS - Holiday - Labor Day | | Mon 9/2/2013 12:00 AM | Tue 9/3/2013 12:00 AM | | School Year Calen |
| MCPS - Rosh Hashanah | | Thu 9/5/2013 12:00 AM | Fri 9/6/2013 12:00 AM | | School Year Calen |
| MCPS - Testative- early retir... | | Fri 9/27/2013 12:00 AM | Sat 9/28/2013 12:00 AM | | School Year Calen |
| MCPS - MSEA Conference - 6A... | | Fri 10/18/2013 12:00 AM | Sat 10/19/2013 12:00 AM | | School Year Calen |
| MCPS - Professional day for L... | | Fri 11/1/2013 12:00 AM | Sat 11/2/2013 12:00 AM | | School Year Calen |
| MCPS - Early release day, F.B... | | Mon 11/11/2013 12:00 AM | Tue 11/12/2013 12:00 AM | | School Year Calen |
| MCPS - Early release day pri... | | Tue 11/12/2013 12:00 AM | Wed 11/13/2013 12:00 AM | | School Year Calen |
| MCPS - Holiday - Thanksgiving | | Thu 11/21/2013 12:00 AM | Fri 11/22/2013 12:00 AM | | School Year Calen |
| MCPS - Holiday - Thanksgiving | | Fri 11/22/2013 12:00 AM | Sat 11/23/2013 12:00 AM | | School Year Calen |
| MCPS - Winter break begin... | | Mon 12/23/2013 12:00 AM | Tue 12/24/2013 12:00 AM | | School Year Calen |
| MCPS - Holiday - Christmas | | Tue 12/24/2013 12:00 AM | Wed 12/25/2013 12:00 AM | | School Year Calen |
| MCPS - Holiday - Christmas | | Wed 12/25/2013 12:00 AM | Thu 12/26/2013 12:00 AM | | School Year Calen |
| MCPS - Winter break | | Thu 12/26/2013 12:00 AM | Fri 12/27/2013 12:00 AM | | School Year Calen |
| MCPS - Winter break | | Fri 12/27/2013 12:00 AM | Sat 12/28/2013 12:00 AM | | School Year Calen |
| MCPS - Winter break | | Mon 12/30/2013 12:00 AM | Tue 12/31/2013 12:00 AM | | School Year Calen |
| MCPS - Winter break | | Tue 12/31/2013 12:00 AM | Wed 1/1/2014 12:00 AM | | School Year Calen |
| MCPS - Holiday - New Year's ... | | Wed 1/1/2014 12:00 AM | Thu 1/2/2014 12:00 AM | | School Year Calen |

- Go to the private folder or other calendar, repeat the steps as above to view the calendar in list form, then click on the top left cell, and select CTRL + V to paste the copied calendar. You can resort the calendar by date by clicking on the START column. When you are done, you can use the steps above to change the view back to Calendar view.

Import events into an Apple Calendar

- If you want to import your events into a calendar, first create the calendar if it doesn't exist.
- [Create a new calendar](#)
- Choose File > Import > Import.
- Locate and select the calendar file that contains the events you want to import, and then click Import.
- Choose the calendar you want to add the events to.

To import events, you can also drag an .ics file from your desktop to iCal. The events are added to the calendar that's selected (highlighted) in the Calendars pop-up list.