# Instructions - How to Import an ics Calendar

To import the appointments into your existing calendar, proceed as follows, depending on the service you are using:

## *MS Outlook*

1. Download the desired ics file from the website to your computer and remember the storage location (file path).
2. Open the calendar view in Outlook.
3. Click on "File" in the upper selection bar.
4. Click on the "Open/Export" option and then on the "Import/Export" selection.
5. Select the "iCalender (ics)" format and then click on the "Next" button.
6. Select the file path where you saved the file (see step 1) and click "Ok".
7. Click on "Import" to finish.

## *Mozilla Thunderbird*

1. Download the desired ics file from the website to your computer and remember the storage location (file path).
2. Open the calendar view in Mozilla Thunderbird.
3. Click on "Appointments and Tasks" in the upper selection bar.
4. Select "Import".
5. Select the file path where you saved the file (see step 1) and click "Open".

## *Google Calendar*

1. Download the desired ics file from the website to your computer and remember the storage location (file path).
2. In the Google Calendar, click on the "Settings" menu (a cogwheel in the upper right area of the selection bar), and then click on "Settings".
3. Select "Import & Export" from the left selection menu.
4. Click on "Select file from my computer" and select the file path where you saved the file (see step 1). Then click on "Open".
5. Click on "Import" to finish.