

## Manual – Import ics Calendar

Depending on the program you are using, you will find instructions on how to import the dates of the academic year into your calendar::

### Google Calendar

1. First download the desired ics file from the website and remember the location (file path).
2. Click on the "Settings" menu in Google Calendar (cogwheel in the upper right corner), and then on the "Settings" field.
3. Select "Import & Export" (left drop-down menu).
4. Under "Select file from my computer", select the file path where you saved the file. Click on "Open".
5. Finally, click on "Import".

### MS Outlook

1. First download the desired ics file from the website and remember the location (file path).
2. Open the view "Calendar" in Outlook (calendar icon in the lower left corner).
3. Click on "File" in the upper selection bar.
4. Now select the "Open/Export" option and then click on the "Import/Export" selection.
5. Select the "iCalendar (ics)" format and click "Next".
6. Now select the file path where you saved the file and click "Ok".
7. Finally, click on "Import".

### Mozilla Thunderbird

1. First download the desired ics file from the website and remember the location (file path).
2. Open the view "Calendar" in Mozilla Thunderbird.
3. Select "Appointments and Tasks" in the upper selection bar.
4. Click on "Import".
5. Now select the file path where you saved the file and click "Open".