

How to download to Microsoft Outlook 2007 and above

Download ([Hyperlink to .ICS file here.](#)) (This will not auto-update)

Instructions for Outlook 2002/2003 users

1. Download the ICS file by clicking the file link above. Choose SAVE.
2. Choose a folder, for example the Desktop, then click OK.
3. In Outlook, click the File menu, then Import and Export.
4. Choose Import as an iCalendar (.ICS) and click Next.
5. Find the folder where you saved the file in step 1, then select the .ICS file and press OK.
6. The meetings will appear in your Outlook calendar. The .ICS file is no longer needed on your desktop and you can delete it.

IMPORTANT: Due to limitations of Outlook 2002/2003 we are unable to offer an auto-update service for Outlook 2002/2003 users. This means if meetings change your calendar will NOT automatically update.

How to import to Apple

To import calendar events, choose File > Import, locate the calendar (.ICS file) you want to import, and then choose the calendar you want to add the events to. You can also drag an .ICS file from your desktop to iCal.