

Prior to starting the process below, you must first save the calendar file from the Resources tab on the myIHSAA website.

On the Resources tab you will see a box, about halfway down the page, labeled "Calendar". Click on the calendar for the current year and save that file to your computer.

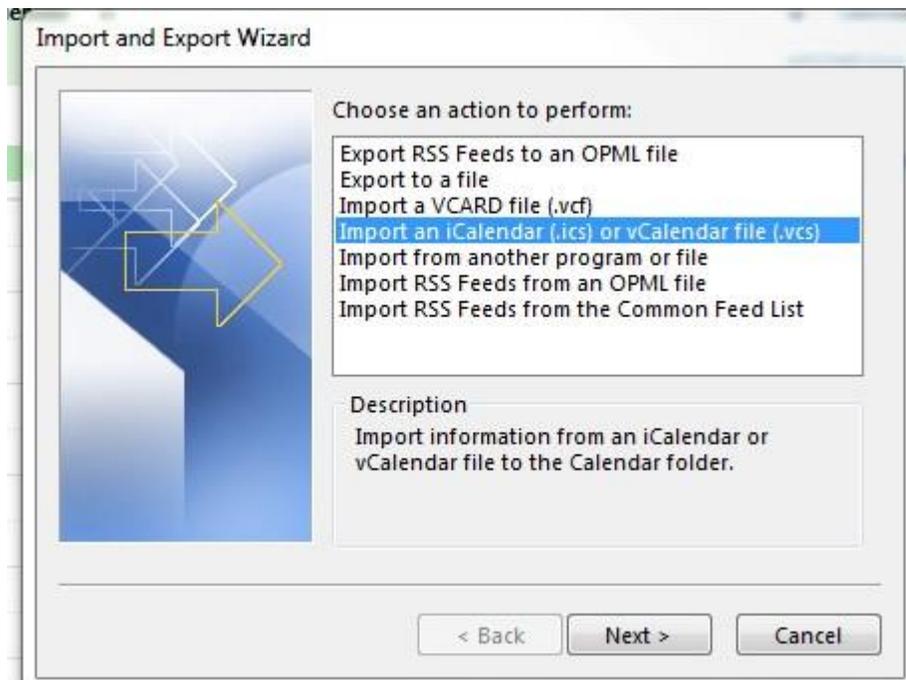
Importing iCalendar (.ics) file

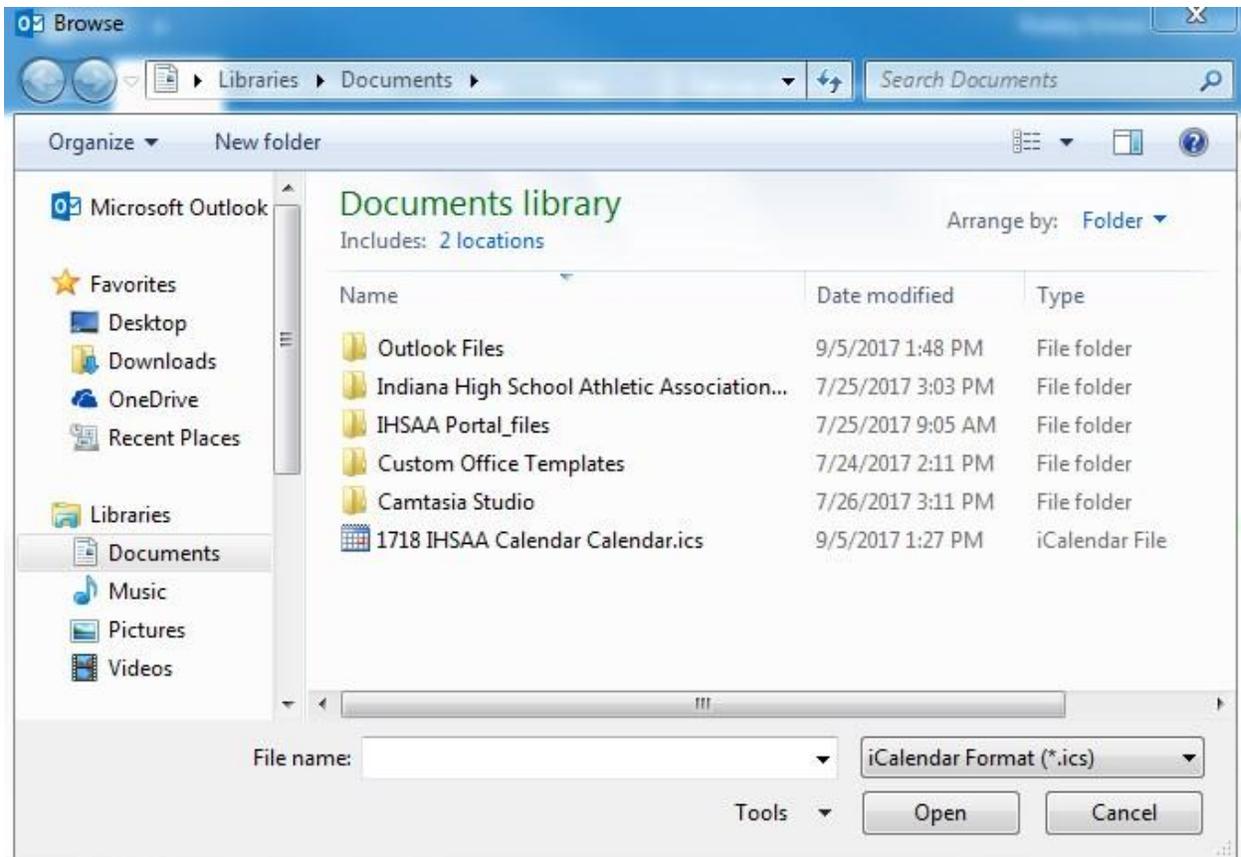
Outlook 2016

In Outlook 2016 Click on the File Tab > Open & Export

Select the Import/Export Box

Highlight "Import an iCalendar (.ics) or vCalendar file (.vcs)" then click Next





Once the file is chosen you will be asked if you want to open a calendar as new or import the items into your calendar.



When the Open as New is chosen, the file will open as a separate Calendar beside the Personal Exchange Calendar. Click the Import to actually import the data to your calendar.

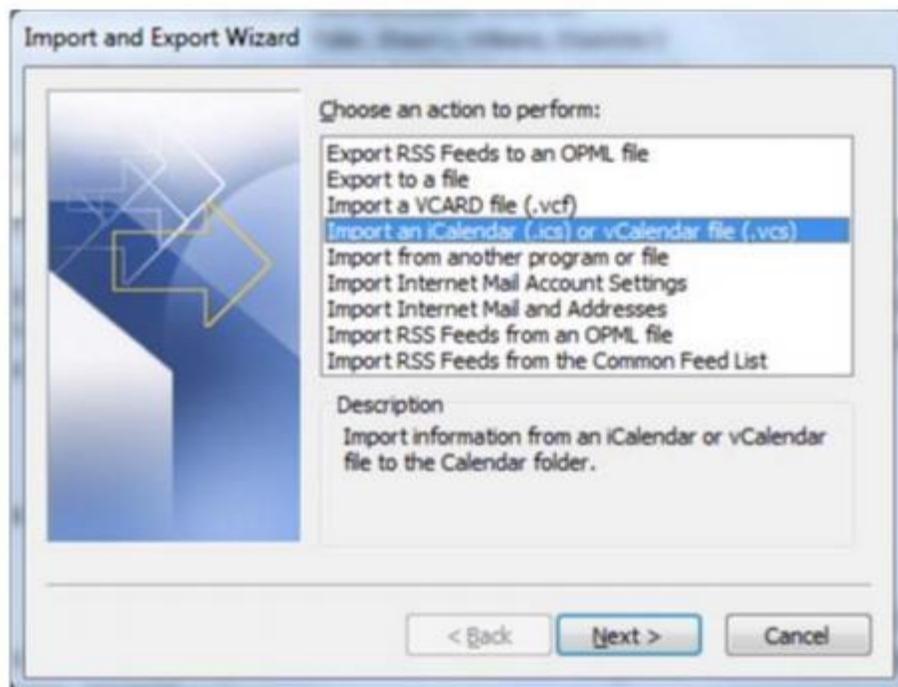
Importing iCalendar (.ics) file

Outlook 2010 and 2007

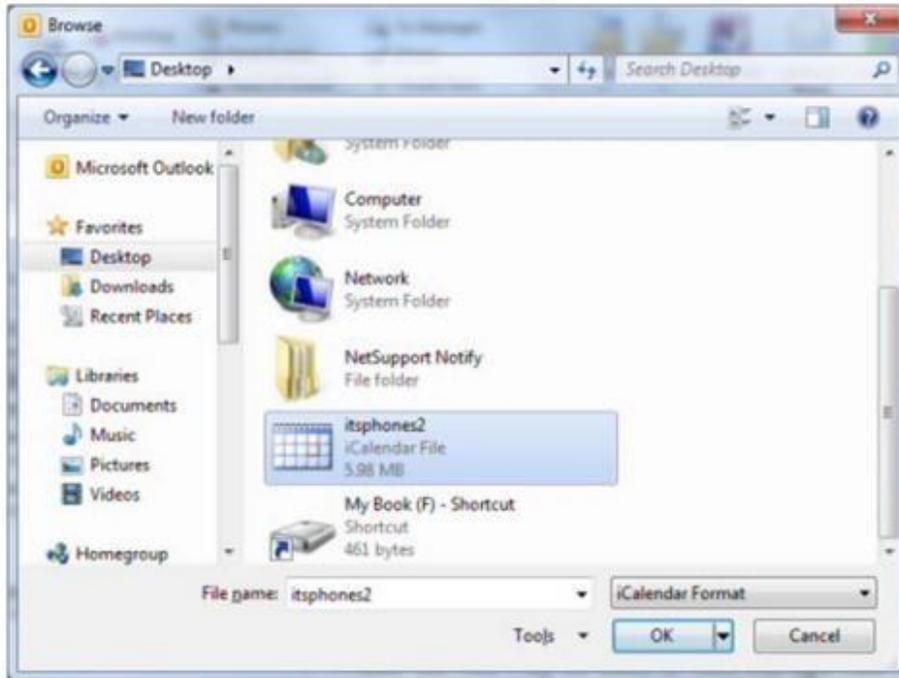
In Outlook 2010 Click on the File Tab -> Open -> Import

In Outlook 2007 Click on the File Menu then click on Import and Export

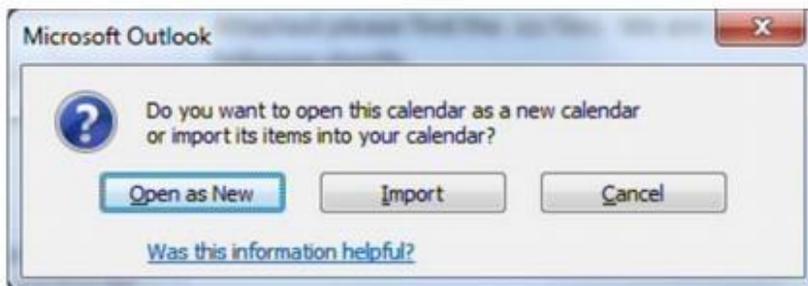
Highlight “Import an iCalendar (.ics) or vCalendar file (.vcs)” then click **Next**



Choose the location where the iCalendar (.ics) file is saved and Click on **Ok**.



Once the file is chosen the data will import to **Open as New** or **Import**



When the **Open as New** is chosen the file will open as a separate Calendar beside the Personal Exchange Calendar. Click the **Import** to actually import the data to your calendar.

Importing to Google Calendar

To import events from iCalendar or CSV files, just follow these steps:

1. Click down-arrow button at the bottom of the far-left column located next to “Other Calendars” and select **Import Calendar**.
2. Click **Choose File**, and select the file that contains your events, then click **Import**.