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

	Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf)
	Import an iCalendar (.ics) or vCalendar file (.vcs)
Y	Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description
	Import information from an iCalendar or vCalendar file to the Calendar folder.

organize 🔻 🛛 New folde	r		•
Microsoft Outlook	Documents library Includes: 2 locations	Arrang	e by: Folder 🔻
<ul> <li>Favorites</li> <li>Desktop</li> <li>Downloads</li> <li>OneDrive</li> <li>Recent Places</li> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul>	Name Outlook Files Indiana High School Athletic Association IHSAA Portal_files Custom Office Templates Camtasia Studio IT18 IHSAA Calendar Calendar.ics	Date modified 9/5/2017 1:48 PM 7/25/2017 3:03 PM 7/25/2017 9:05 AM 7/24/2017 2:11 PM 7/26/2017 3:11 PM 9/5/2017 1:27 PM	Type File folder File folder File folder File folder File folder iCalendar File
•	< [		

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.

Do you want to open this caler	dar as a new calendar
	a da di
or import its items into your ca	ndarr

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

Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from the Common Feed List Description Import information from an iCalendar or vCalendar file to the Calendar folder.	Feeds to an OPML file file CARD file (.vcf) Calendar (.ics) or vCalendar file (.vcs) another program or file rnet Mail Account Settings rnet Mail and Addresses Eveds from an OPMI file
Import an iCalendar (Jici) or vCalendar file (,vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import information from an iCalendar or vCalendar file to the Calendar folder.	Calendar (Jos) or vCalendar file (Jvcs) another program or file rnet Mail Account Settings rnet Mail and Addresses Exade from an COMI file
Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import information from an iCalendar or vCalendar file to the Calendar folder.	n another program or file rnet Mail Account Settings rnet Mail and Addresses Exade from an ODMI file
Description Import information from an iCalendar or vCalendar file to the Calendar folder.	Feeds from the Common Feed List
	i formation from an iCalendar or vCalendar Calendar folder.
10000	

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

2	Do you want to op	pen this calendar as a	new calendar
•	or import its items	into your calendar?	
	Open as New	Import	Cancel

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.