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2015-2016 Temple events Calendar – Steps to import into Smart phones or MS-Outlook.

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iPhone

1. Open the email message and tap the (Please wait up to a minute for the file to import events. Do not tap the calendar file again and again)
2. You will be listed with events .
3. Click on Add all which will take you to choose the calendar
4. You can choose any calendar name or click on New Calendar
5. Give the name STT and LSVT events 2015-16
6. Choose a Colour
7. Click Done and one more time Done on the next screen (wait for the import to complete)
8. You will be able to see all the events in your iPhone
9. From the Calendars to display remove STT and LSVT events 2014-15

Android

1. Download the complete message(by default the full message and attachment is not downloaded) by clicking the option Download message completely
2. Save the ics file
3. Open the ics file by taping on it
4. By default it will open in SPlanner (please wait around 1 minute for the complete events to be extracted). Do not tap the ics file again and again wait for the next screen to show up
5. Click on the import event , wait patiently for about 2 minutes and you can see an success message (do not tap import event again and again as it will take 2 minutes to import all events)

Note

If you are running very old version of Android please download ics importer(free app from google play store) and follow on screen instructions.

https://play.google.com/store/apps/details?id=jitdesign.icsimport

Laptop and PC (Windows)

1. Download the Attached file
2. Double click and open it
3. It opens in your outlook express / outlook
4. Assign a colour code to differentiate from your calendar

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How to import an iCalendar (.ics) file to Outlook

Purpose

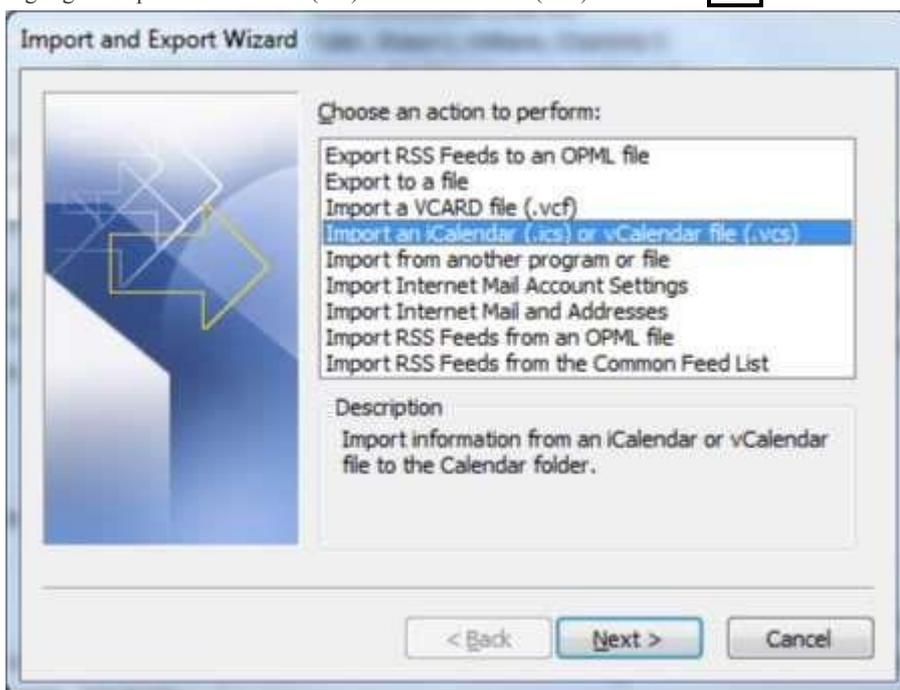The document is written to show how to import iCalendar (.ics) file to Microsoft Outlook.

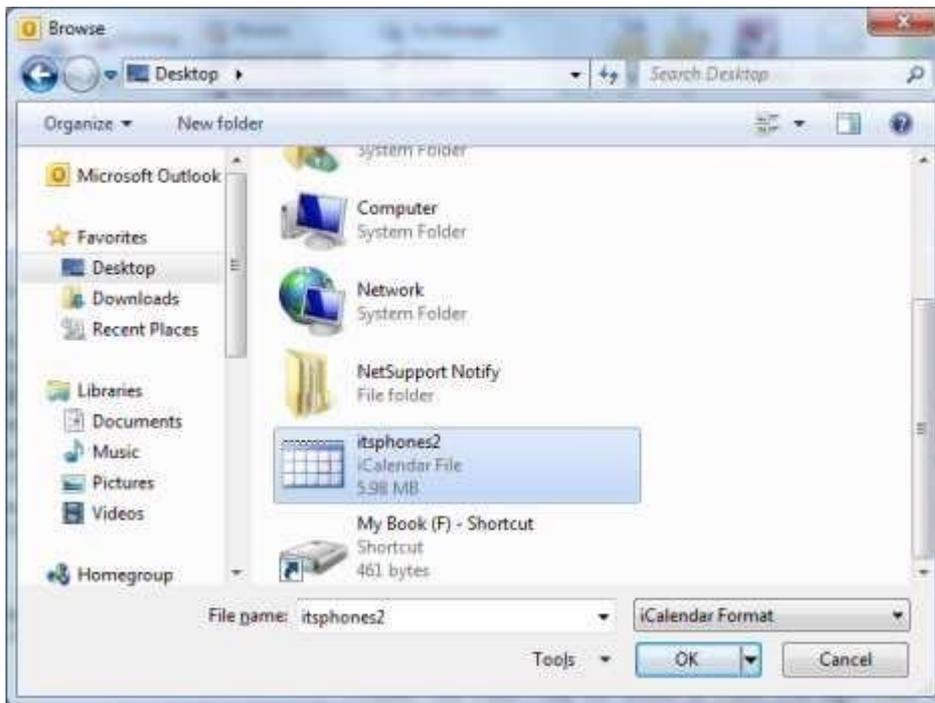*Importing iCalendar (.ics) file*

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 **Import** the to actually import the data to your calendar.