



To all Parents and Families, as well as Teachers as Staff of YCQ,

This year, YCQ PTO is supplying you with access to a file containing all school related events that can be imported into your own Outlook calendar. Below is the link for the download and instructions on how to import the dates into your personal calendar on 4 different platforms.

<https://ycqweb.com/wp-content/uploads/2020/08/YCQ-Calendar-20-21.ics>

Different Platforms:

- Windows Page 2
- MAC Page 3-4
- Gmail Calendar Page 5
- Apple Calendar Page 5

We hope this is helpful.

Have a great rest of your Summer!

YCQ PTO



WINDOWS

OPTION 1:

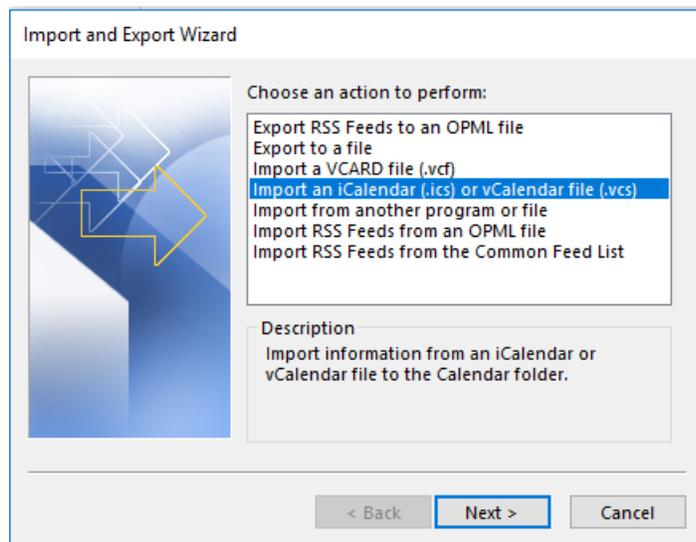
1. Open Outlook on your computer
2. Click on the link in the email or copy the following and paste the link below in a browser:
<https://missupport.sharefile.com/d-s7e53780aace4228a>
3. It should automatically download the file and add the calendar into your Outlook.

OPTION 2:

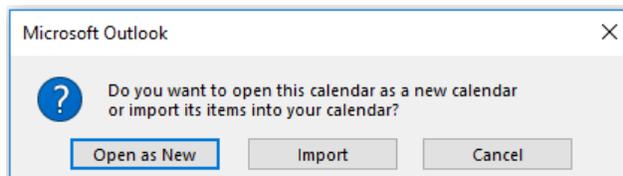
1. Open Microsoft Outlook and go to **File > Open > Import**



2. When prompted select **Import an iCalendar (.ics) or vCalendar file (.vcs)** and click **Next**



3. When prompted, browse for “YCQ 2018-2019” iCal file that you saved to your computer and click **OK** (the file may have the file extension of .ics e.g. basics.ics).
4. When prompted, click **Import** if you would like to add the dates to your current calendar, or click **Open as New** if you want it as a separate calendar in your Outlook. If you are not sure, click on **Import**.

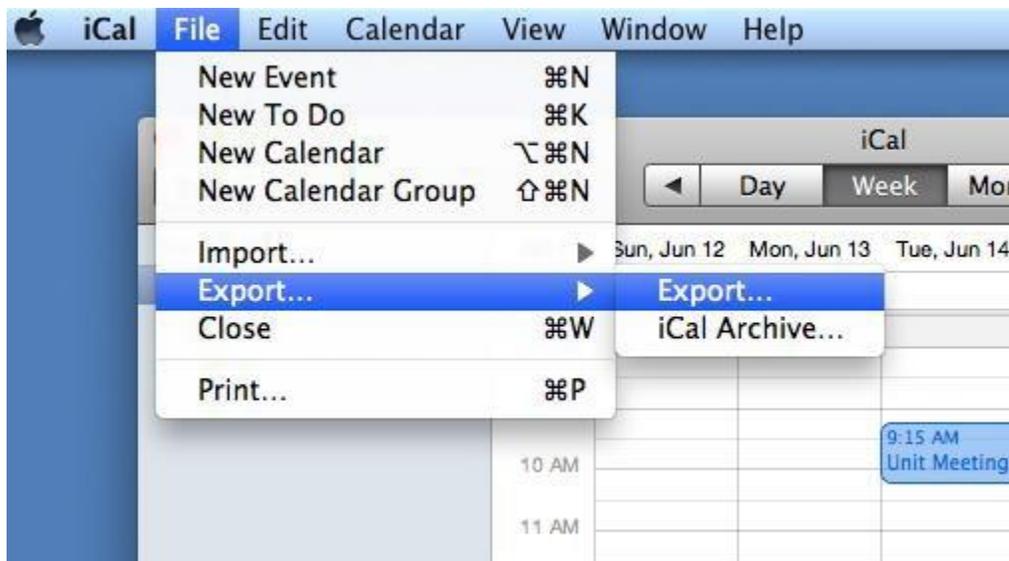


5. The dates from the iCal file will now be imported into your existing Outlook Calendar.

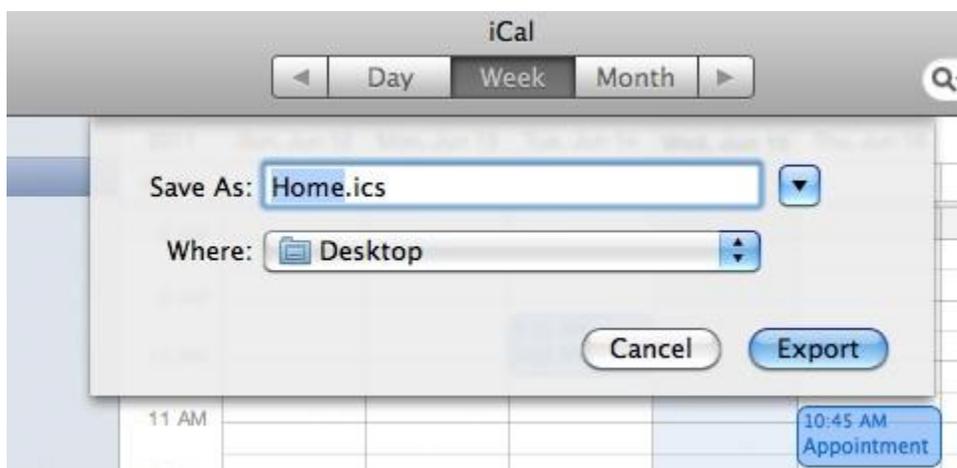


MAC

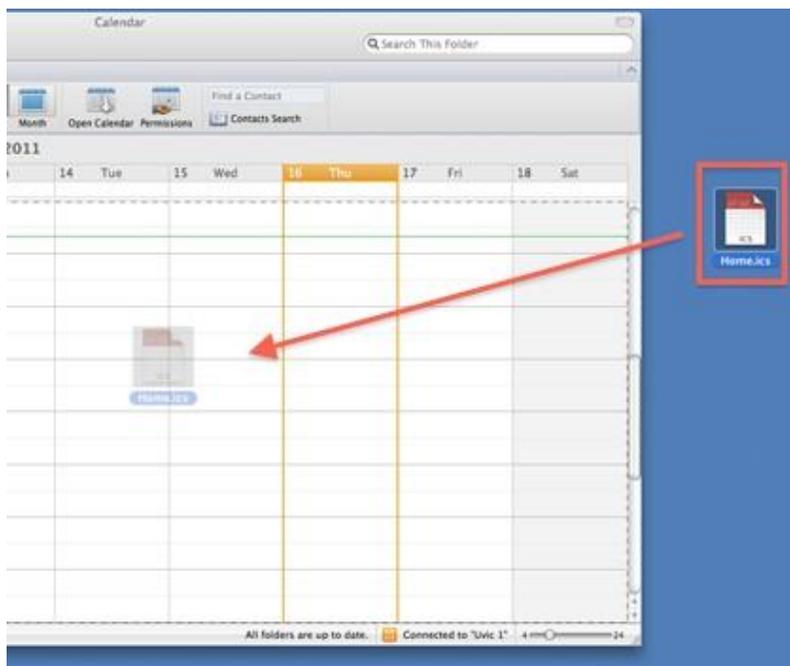
1. In iCal, click **Export** from the **File** menu.



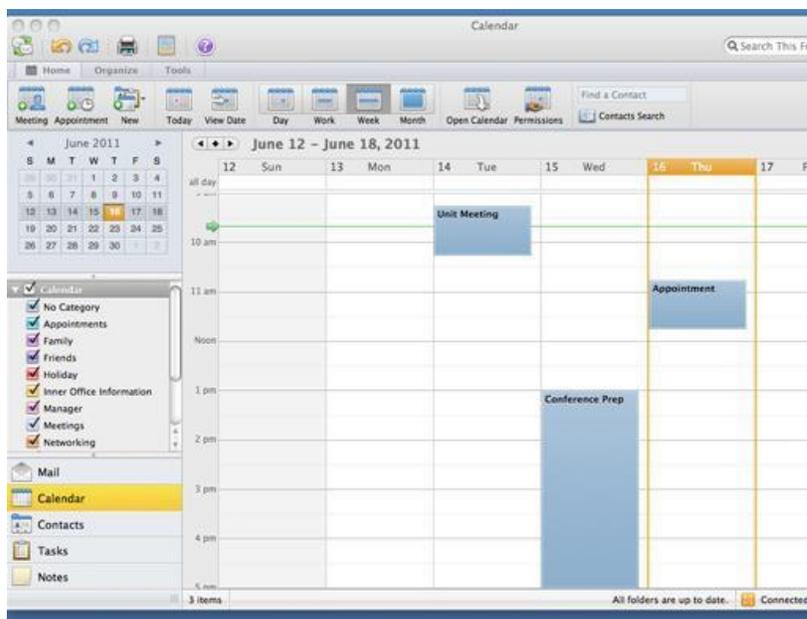
2. Save the **ics** file to your desktop.



3. Open the **Outlook** calendar that you wish to import to the iCal data into, then click and drag the exported iCal file from your desktop into the Outlook calendar.



4. The events and to-do items have now been imported.





Into Google Calendar

1. Open Google Calendar on a computer. Note: You can only import from a computer, not a phone or tablet.
 2. In the top right, click Settings  and then **Settings**.
 3. Click **Import & Export**.
 4. Click **Select file from your computer** and select the file you exported. The file should end in ".ics" or ".csv".
 5. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
 6. Click **Import**.
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Into Apple Calendar

1. Choose **File > Import**.
2. Select the file with the events, then click **Import**.
3. Choose the calendar to add the events to.

OR

You can also drag a file with events to Calendar. The events are added to the calendar selected in the calendar list.