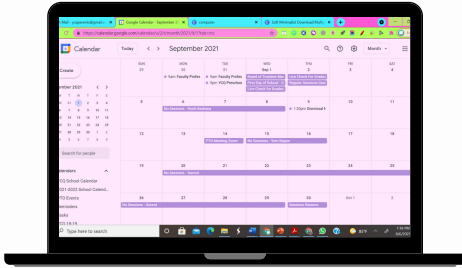
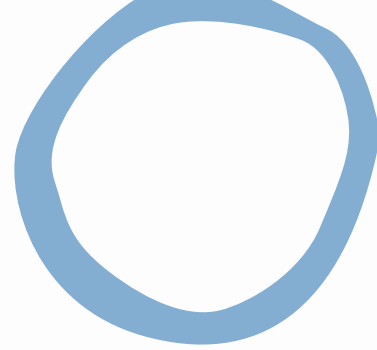


# YCQ CALENDAR



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

<http://ycqweb.com/YCQ-Calendar-21-22.ics>

Supported Platforms:

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

We hope this is helpful.

Enjoy the rest of your summer!  
YCQ PTO

# WINDOWS

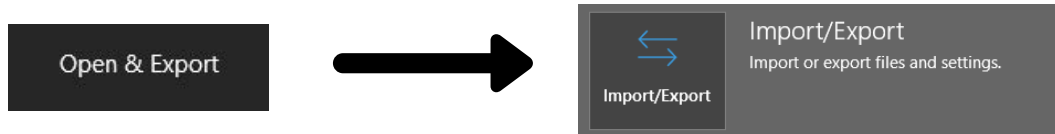
## OPTION 1:

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:  
<http://ycqweb.com/YCQ-Calendar-21-22.ics>
3. It should automatically download the file and add the calendar into your Outlook.

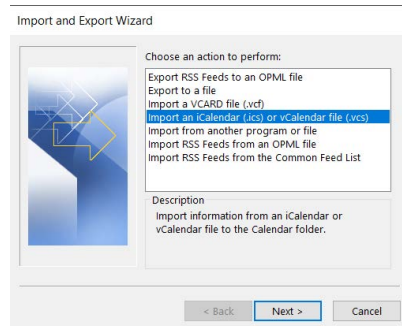


## OPTION 2:

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

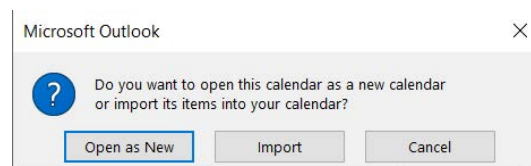


3. When prompted, browse for "YCQ-Calendar-21-22" iCal file that you saved to your computer and click OK (the file may have the file extension of .ics e.g. basics.ics).

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.

3. When prompted, browse for "YCQ-Calendar-21-22" 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.

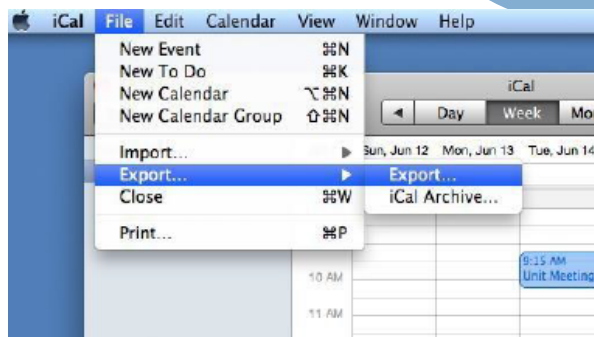


5. The dates from the iCal file will now be imported into your existing Outlook Calendar.

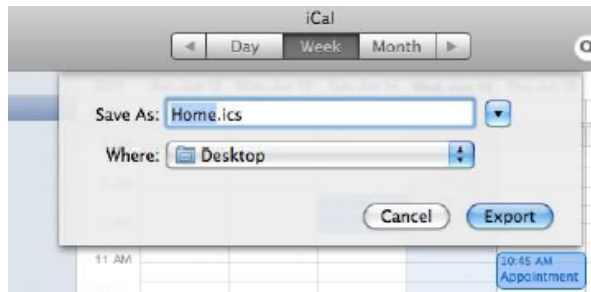
# MAC

## OPTION 3:

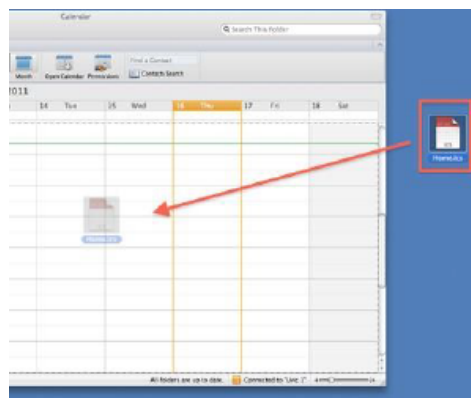
1. In iCal, click Export from the File menu..



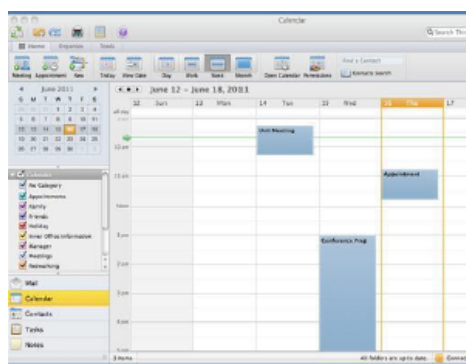
2. Save the ics file to your desktop.



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.





## GOOGLE CALENDAR

### OPTION 4:

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.

## APPLE CALENDAR

### OPTION 5:

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.