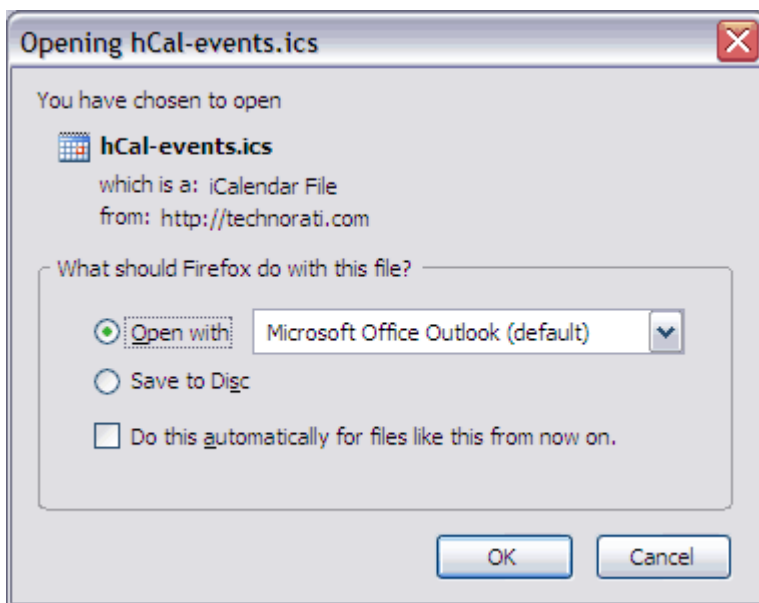


How to use iCalendar

Click the '[iCalendar – add term dates to your electronic calendar](#)' link, where you see that provided.

With some software you'll get an 'Open' option. Select it, and the matches are added to your calendar straight away. This works with newer versions of Microsoft Outlook, for example.

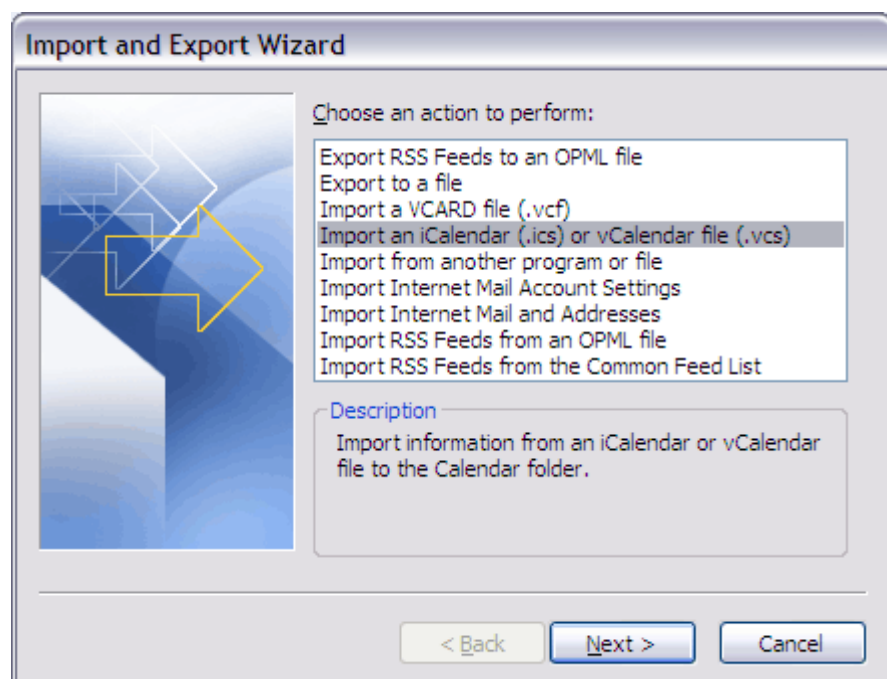
Alternatively, save the file somewhere convenient. Now go to your calendar and look for an 'import' option. Select the file you downloaded, and the matches will be added to your calendar.



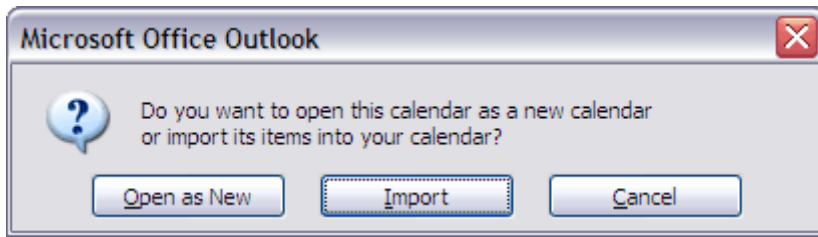
Example: Import matches into Microsoft Outlook 2007

Although you can open a match calendar straight into Outlook, it appears as a new calendar separate from the one you normally use. To add matches to your normal calendar, you still need to use the import option:

1. Select 'Import and Export...' from the 'File' menu
2. Select 'Import an iCalendar (.ics) or vCalendar file (.vcs), and click 'Next'
3. Select the file you downloaded



4. When you're asked if you want to create a new calendar or import items into your calendar, select the 'Import' option



Example: Import matches into Google Calendar

If you're using Google Calendar you can follow these five steps to import the matches:

1. Click the 'Settings' option at the top of your Google calendar
2. Click on the 'Import Calendar' link
3. Use the 'Browse' button to select the file you downloaded
4. If you've got several Google calendars, choose which one to add the matches to
5. Click the 'Import' button to add the matches

