



Adding e.MFC recognized observances and holidays to your Google Calendar...



Step by step instructions...

Step 1:

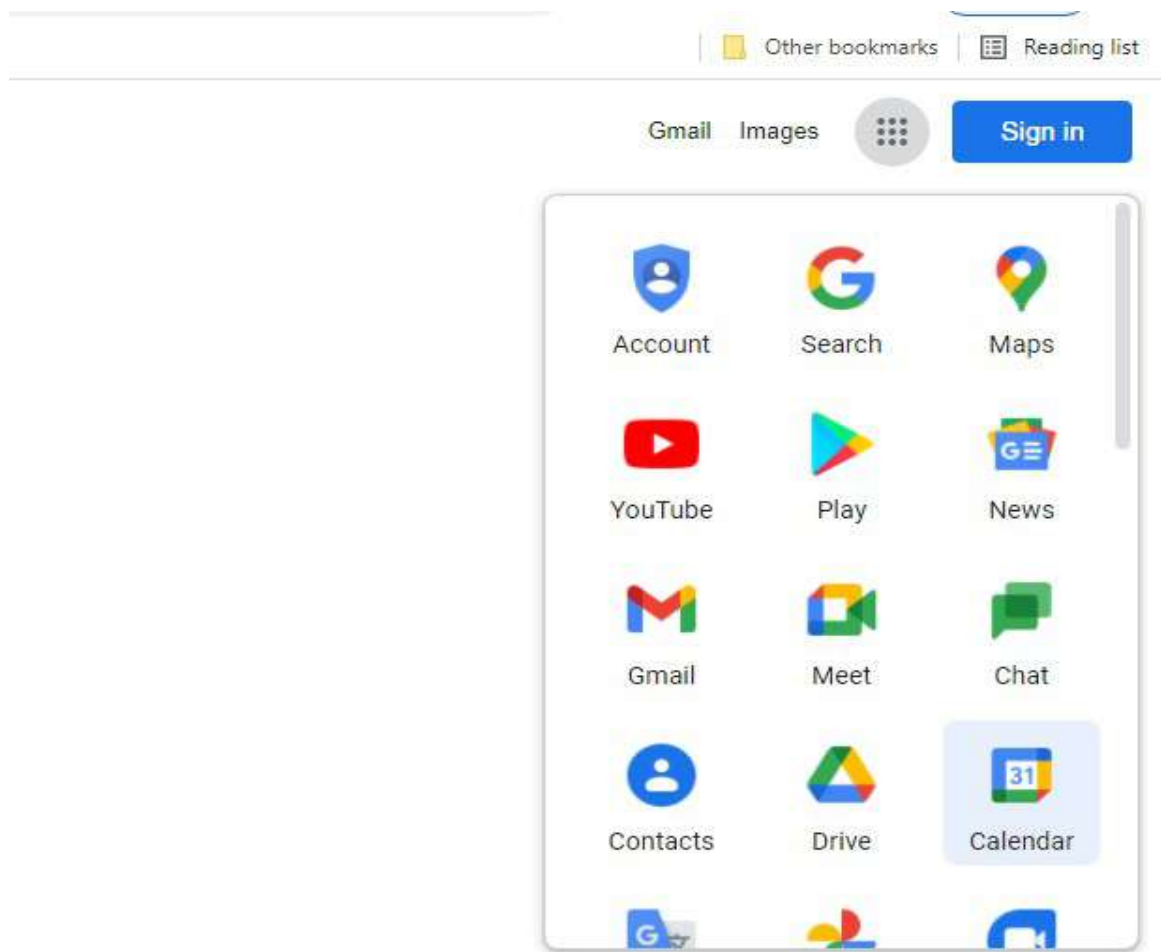
Go to the Export area and select the time period and .ics format.

Export Events

Export:	December ▾
	<input type="checkbox"/> Include Corporate Events
Format:	<input checked="" type="radio"/> *.ics (Outlook, iCal, Google Calendar, Sunbird, Blackberry) <input type="radio"/> Excel (Tab delimited file) <input type="radio"/> CSV (Comma delimited file)
Export	

Step 2:

After you select “Export”, the file will be created. The next step is to open Google and go to the Calendar after you sign in. The Calendar can be opened by clicking on the 9 dots beside the blue “Sign in” in Google.



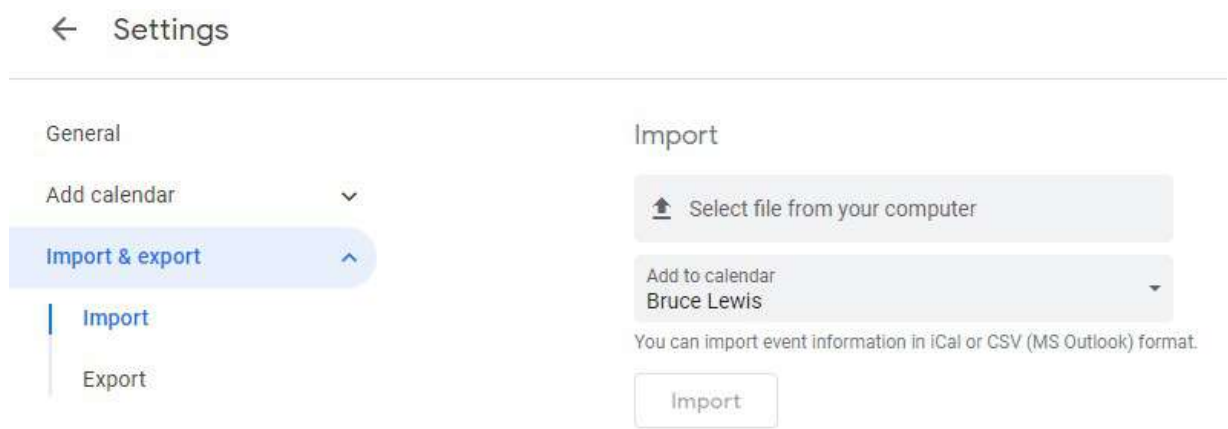
Step 3:

On the left side, there is the “Other Calendars”. Click on the plus sign select “Import”.

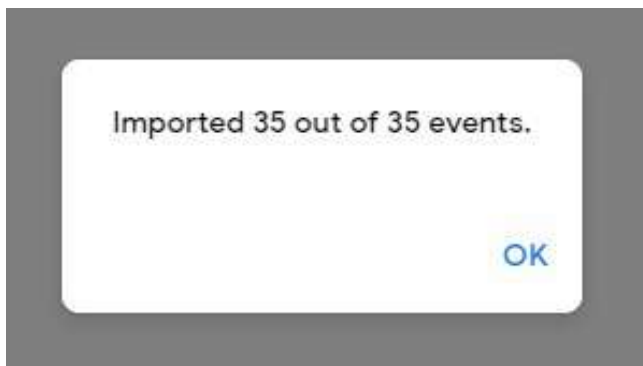
The screenshot shows the Google Calendar interface for November 2021. The main calendar grid displays the days of the week (SUN, MON, TUE) and the dates (21, 22, 23). The time slots range from 7 AM to 7 PM. On the left side, there is a sidebar with a 'Create' button, a calendar view for November 2021, a search bar for people, and a list of 'My calendars' (Bruce Lewis, Contacts, Reminders, Tasks). Below this is the 'Other calendars' section, which includes a plus sign and a button labeled 'Add other calendars'.

Step 4:

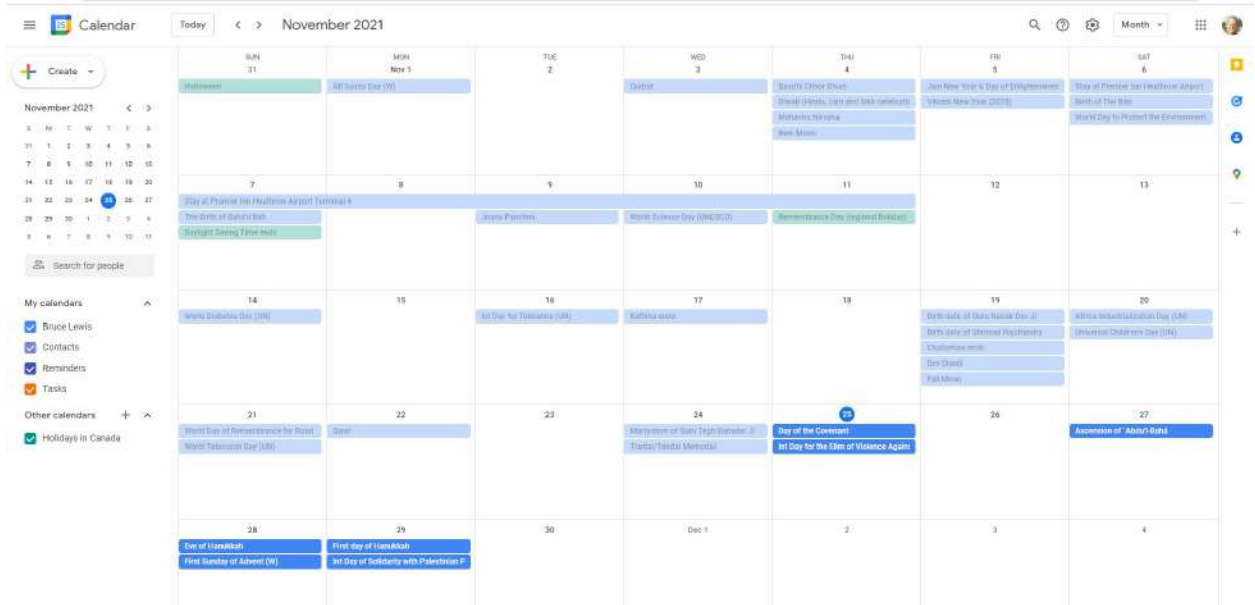
Now find the file you created earlier and Import it.



Now to the Important part! You should see that the events were processed which shows that you have successfully imported the data into your calendar.



Your **Google Calendar** will now show you the events. Here is the month view. In other views the Events are at the top.



That's it. Job done.