

## Steps for Importing an iCalendar file into Your Calendar

Outlook, Google Calendar, Apple Calendar, or iOS device

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### Importing an iCalendar (.ics) File into Outlook

- 1. Open Outlook.**  
Launch Outlook on your computer.
- 2. Go to the Import/Export Section.**  
Click on **File** in the top menu, then select **Open & Export**. Choose **Import/Export** from the list.
- 3. Choose the Import Option.**  
In the wizard that appears, select **Import an iCalendar (.ics) or vCalendar file (.vcs)** and click **Next**.
- 4. Select Your .ics File.**  
Browse to where your .ics file is saved on your computer, select it, and click **OK**.
- 5. Decide How to Import.**  
You'll often get two options:
  - **Open as New:** Creates a separate calendar with the imported events.
  - **Import:** Merges the events into your existing calendar.  
Choose the option that suits your needs.

*After these steps, your events from the .ics file will appear in Outlook.*

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### Importing an iCalendar (.ics) File into Google Calendar (Gmail)

- 1. Sign In to Google Calendar.**  
Open your web browser and log in to [Google Calendar](#).
- 2. Locate the Import Option.**  
On the left-hand side, look for the **Other calendars** section. Click the **+** (plus) sign next to it, then choose **Import** from the menu.
- 3. Upload Your .ics File.**  
In the dialog box that appears, click **Select file from your computer** and navigate to your .ics file. Select it.
- 4. Choose a Destination Calendar.**  
Use the drop-down menu to pick the calendar into which you'd like to import the events (for example, your primary calendar or another you've created).
- 5. Import the File.**  
Click the **Import** button. Google Calendar will upload the file and add the events to the chosen calendar.

*Within moments, the events from your .ics file will be visible on your Google Calendar.*

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## Importing an iCalendar (.ics) File into Apple Calendar

For macOS (Apple Calendar on your Mac):

1. **Launch Apple Calendar.**  
Open the Calendar app on your Mac.
2. **Use the Import Function.**  
In the menu bar, click on **File** and then select **Import**.
3. **Find Your .ics File.**  
Browse to and select the .ics file you wish to import, then click **Import**.
4. **Select the Destination Calendar.**  
When prompted, choose which calendar the events should go into (or create a new one if desired).

*The imported events will now appear in the chosen Apple Calendar.*

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## For iOS Devices (iPhone or iPad):

1. **Receive the .ics File.**  
If the .ics file is emailed to you, open the email using Apple's native **Mail** app.
2. **Add the Event.**  
Tap on the .ics attachment. This should show a preview of the event. Look for an option like **Add to Calendar** and tap it.
3. **Repeat if Needed.**  
If you have multiple events in the .ics file, you may need to add them one by one, depending on how the file is structured.

*Note: Importing directly on iOS can sometimes be less straightforward, so using the Mail app is often the most reliable method.*

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## Additional Tips

- **Double-Check Your Events:** After each import, look through your calendar to ensure all events have been added correctly.
- **Subscription vs. Import:** Some calendars allow you to subscribe to an online calendar via URL (which updates automatically), but these steps are for one-time imports from .ics files.
- **File Location:** Ensure your .ics file is saved in an accessible location on your device before starting the import process.

Would you like to explore how to subscribe to online calendars for automatic updates, or delve into how to handle recurring events and conflicts after an import