

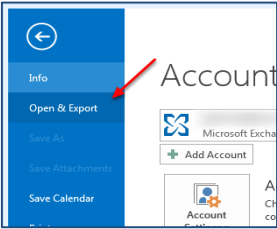
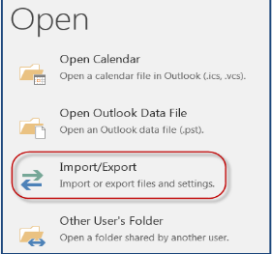
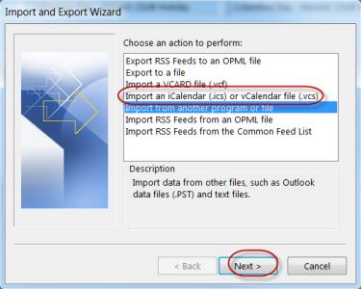


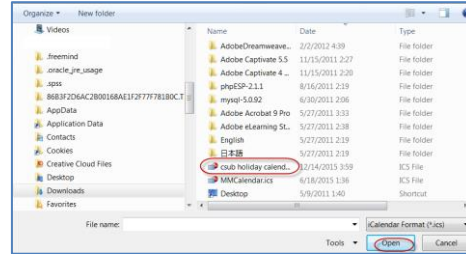


Importing CSUB Holiday Calendar

You can import the CSUB holiday calendar and summer schedule, so that they appear in your calendar. These instructions will guide you in this process.

<p>1. To begin, you will need to download the desired CSUB calendar file.</p> <ul style="list-style-type: none"> Click the appropriate link below to download the file. <p>CSUB Holiday Calendar CSUB Summer Schedule</p>	
<p>2. Open Outlook 2016</p>	
<p>3. Click the File tab</p>	
<p>4. On the File tab, click Open & Export</p>	
<p>5. On the Open & Export page, click Import/Export</p>	
<p>6. On the Import and Export Wizard,</p> <ul style="list-style-type: none"> Click Import an iCalendar (.ics) or vCalendar file (.vcs) Click Next 	

7. On the Browse screen,
- Navigate to where you saved the file, such as **Downloads**
 - Click **CSUB Holiday Calendar.ics** or **CSUB Holiday Calendar – Summer.ics** file
 - Click **Open**



8. On the next screen, click **Import**
- The CSUB holidays will appear in your calendar.

