Please follow the steps below to import the BAPS Calendar Events to your Microsoft Office Outlook

Note: While great care is taken in compiling the information in this help document the publisher cannot accept responsibility for any error.

- 1. Start Microsoft Outlook and open the Calendar.
- 2. Select the Import and Export option from File menu.

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3. Select 'Import an iCalendar (.ics) or vCalendar file (.vcs)'



4. Select the BAPSCalendar.ics file

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5. We advise that you select the '**Open as New**' option while importing the BAPS Calendar. This will make it easier for you to manage this and other calendars in future.

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6. Complete! You now have the BAPS Calendar installed in your MS Outlook.