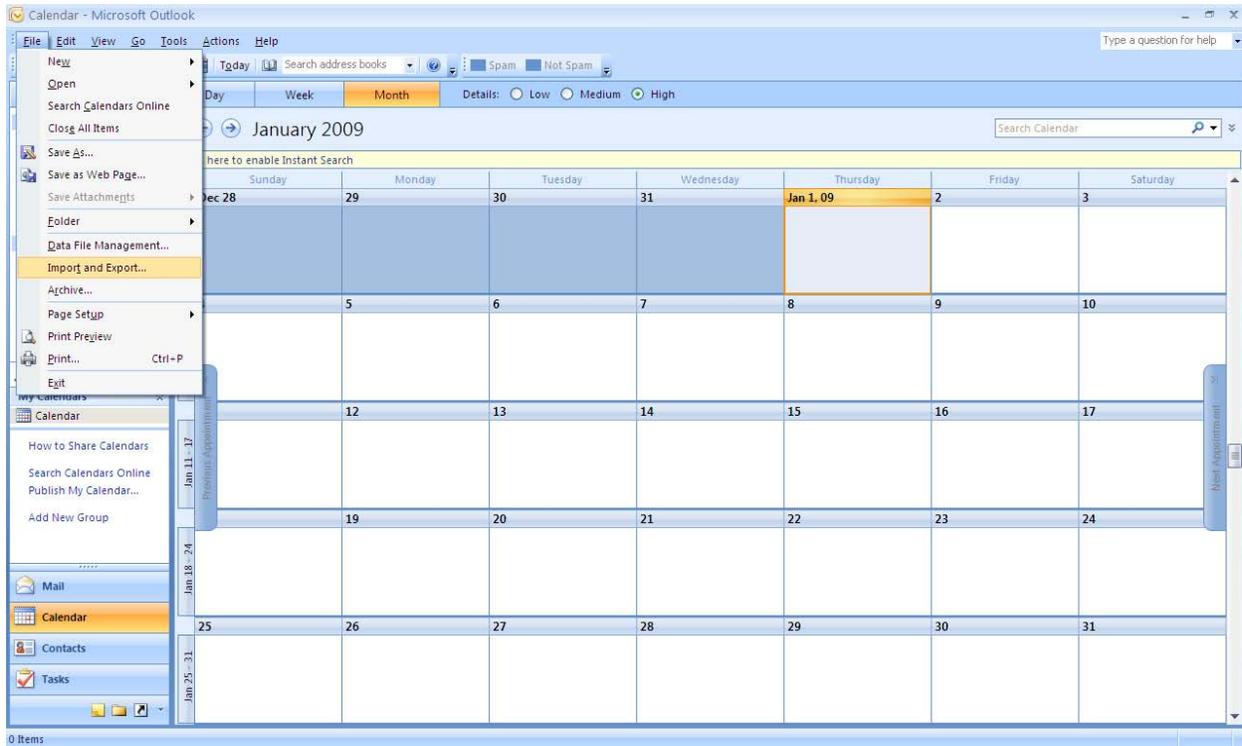


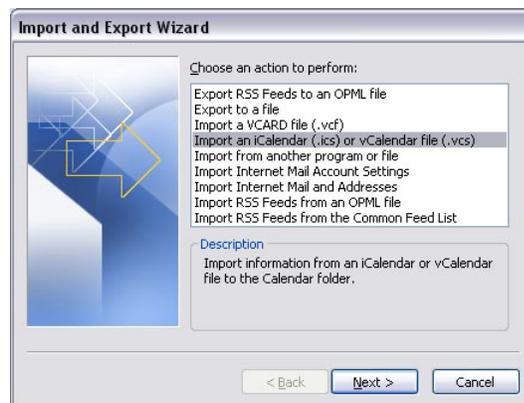
Please follow the steps below to import the BAPS Calendar Events to your Microsoft Office Outlook

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

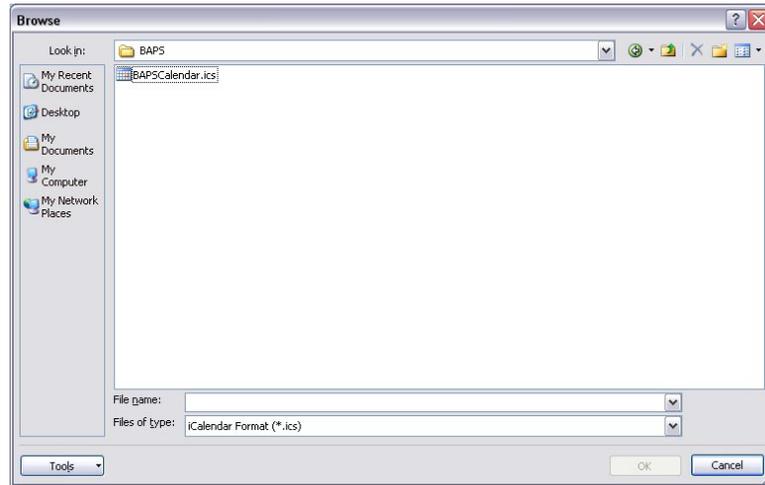
1. Start Microsoft Outlook and open the Calendar.
2. Select the Import and Export option from File menu.



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



4. Select the **BAPSCalendar.ics** file



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.



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