

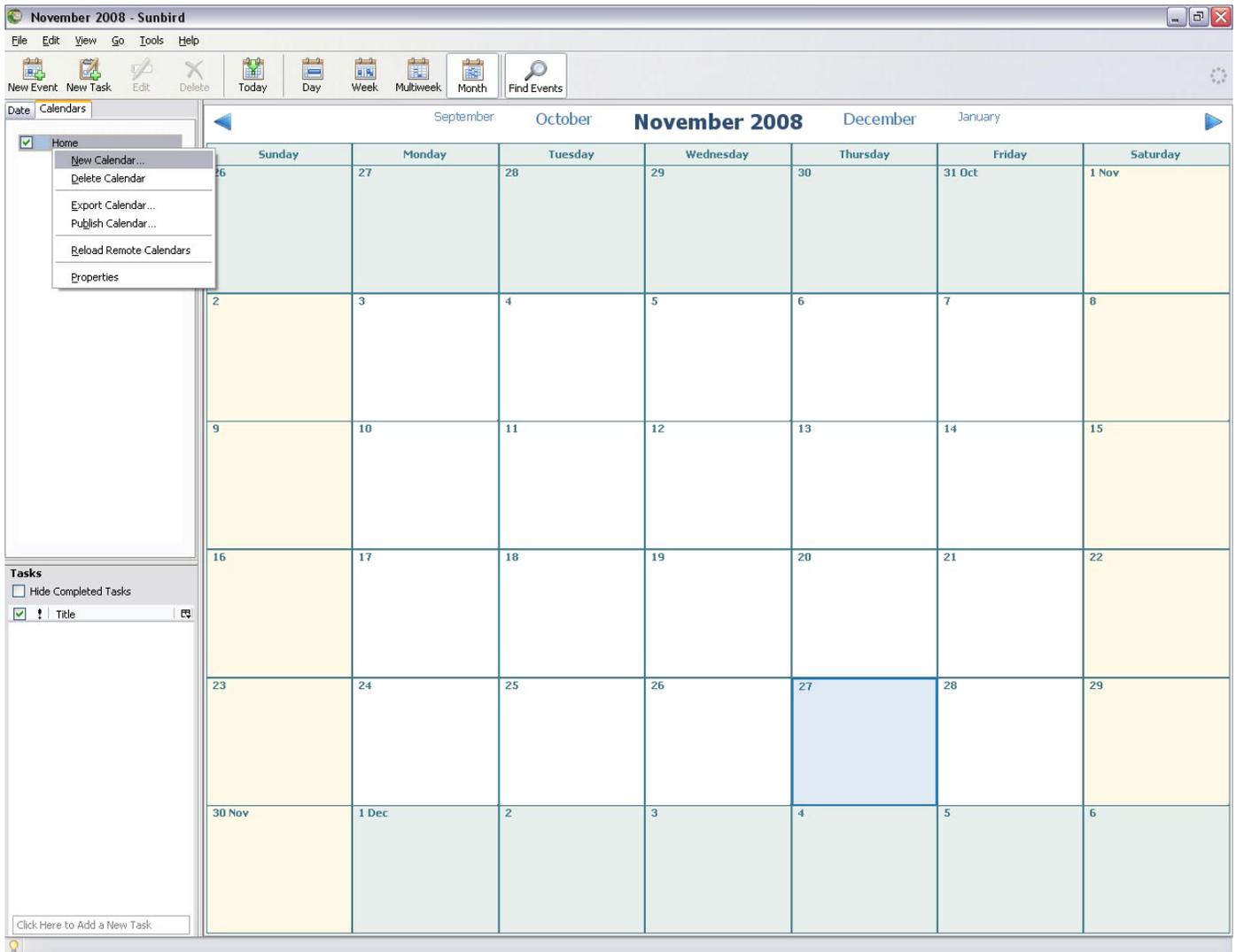
Please follow the steps below to import the BAPS Calendar Events to your Mozilla Sunbird

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

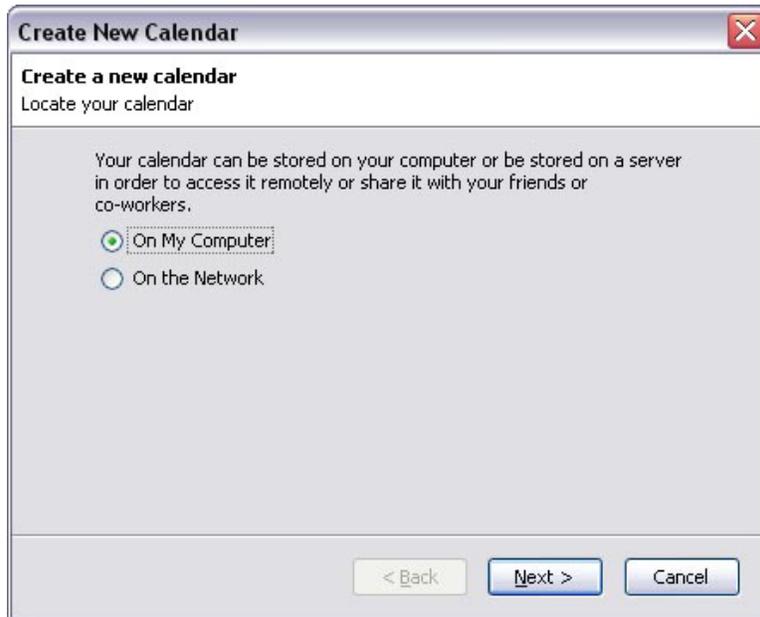
You are advised to first create a new calendar in Sunbird, then import the BAPS Calendar into it. This will make it easier for you to manage the calendar in future.

1. Create a new calendar in Mozilla Sunbird. Follow the steps as below

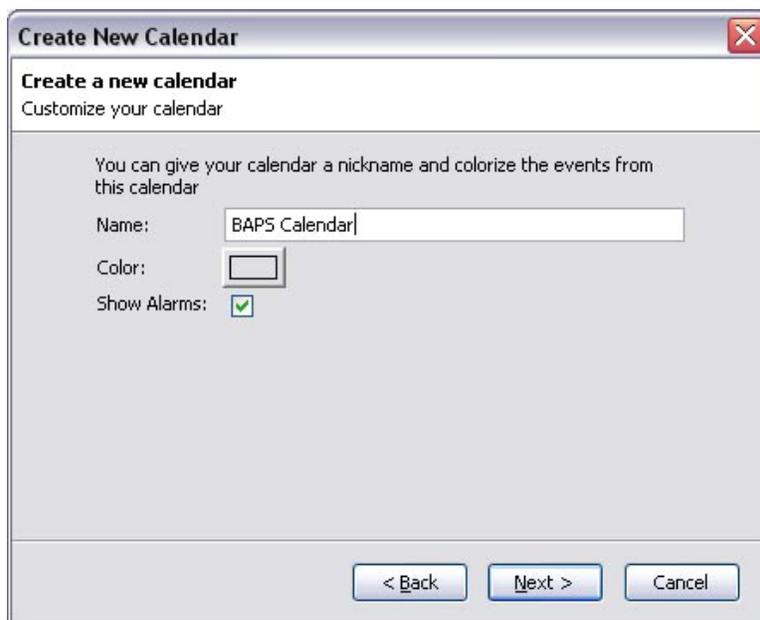
a. Right click on the existing calendar (left hand column) to create a new calendar



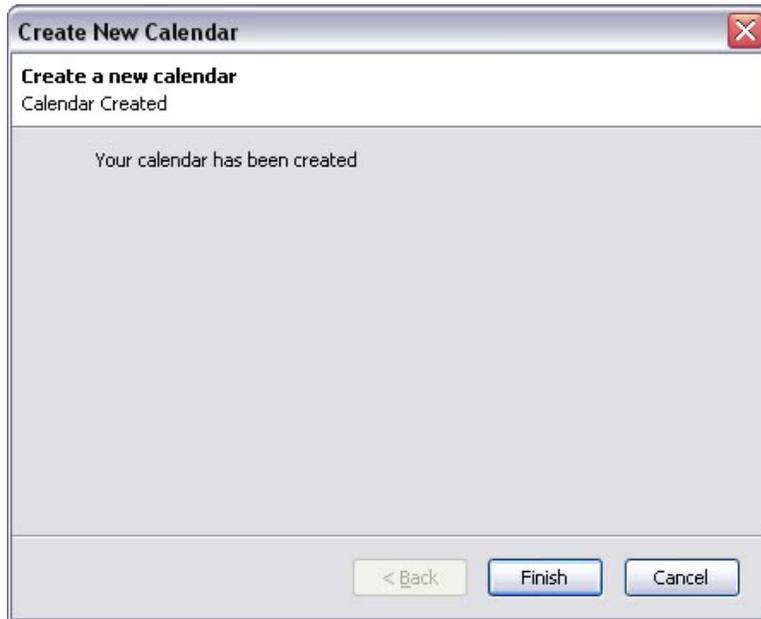
- b. Select the path where you want to store the new calendar created. Most users will need to select **'On My Computer'**.



- c. Name the new calendar and set other properties

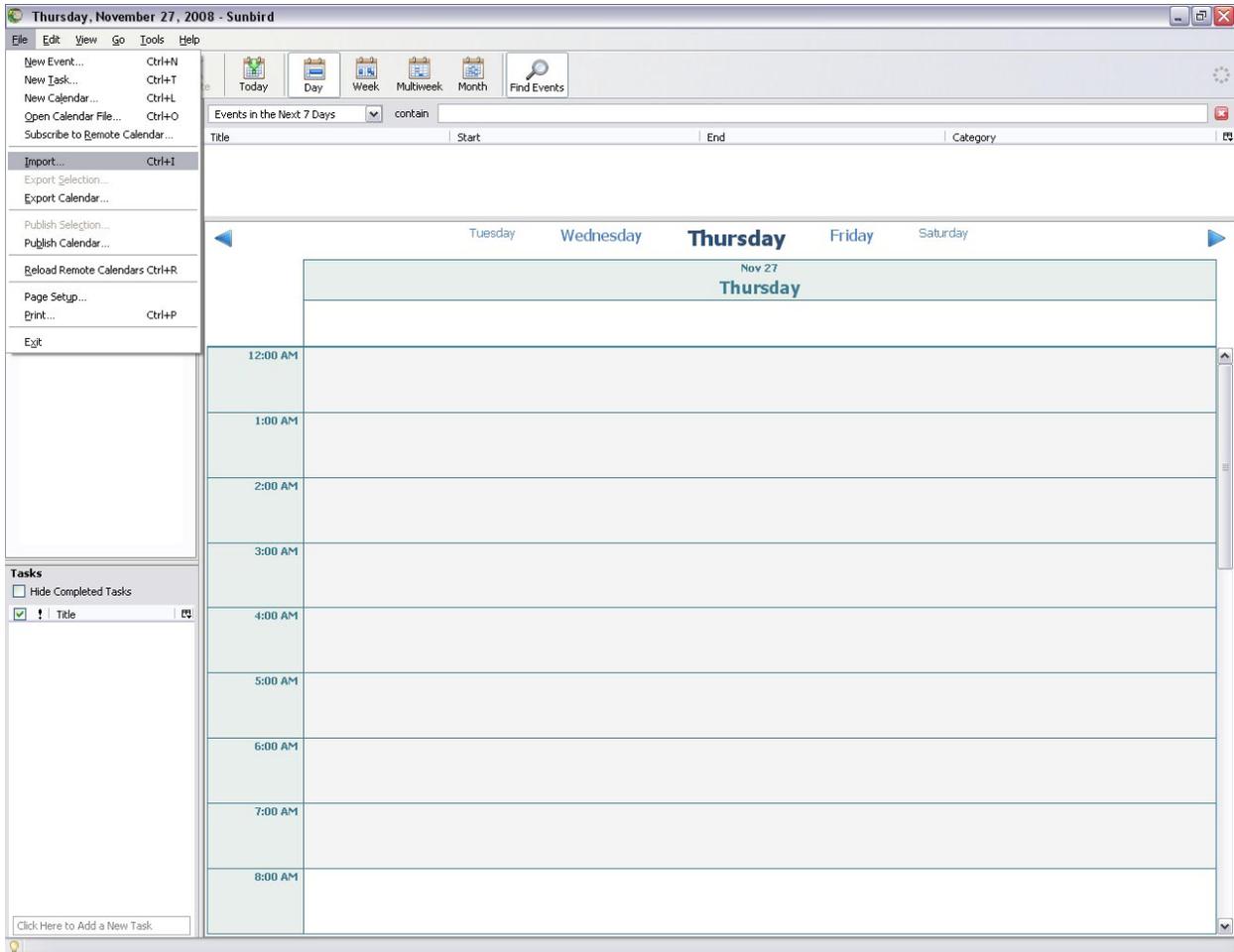


- d. Your new calendar has been created. Now, you need to import the BAPS Calendar into this – as shown in the next step.

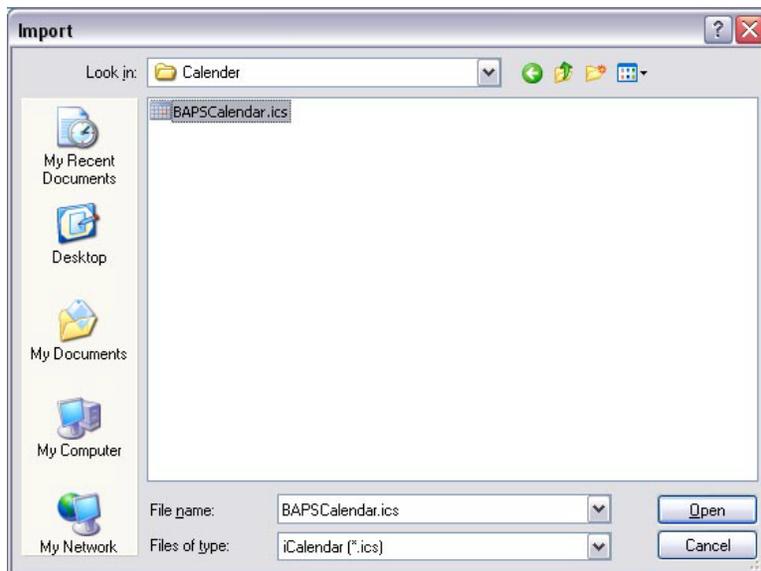


2. Follow the steps to import the BAPS Calendar into Mozilla Sunbird.

a. Go to File ---> Import (or Ctrl+I)



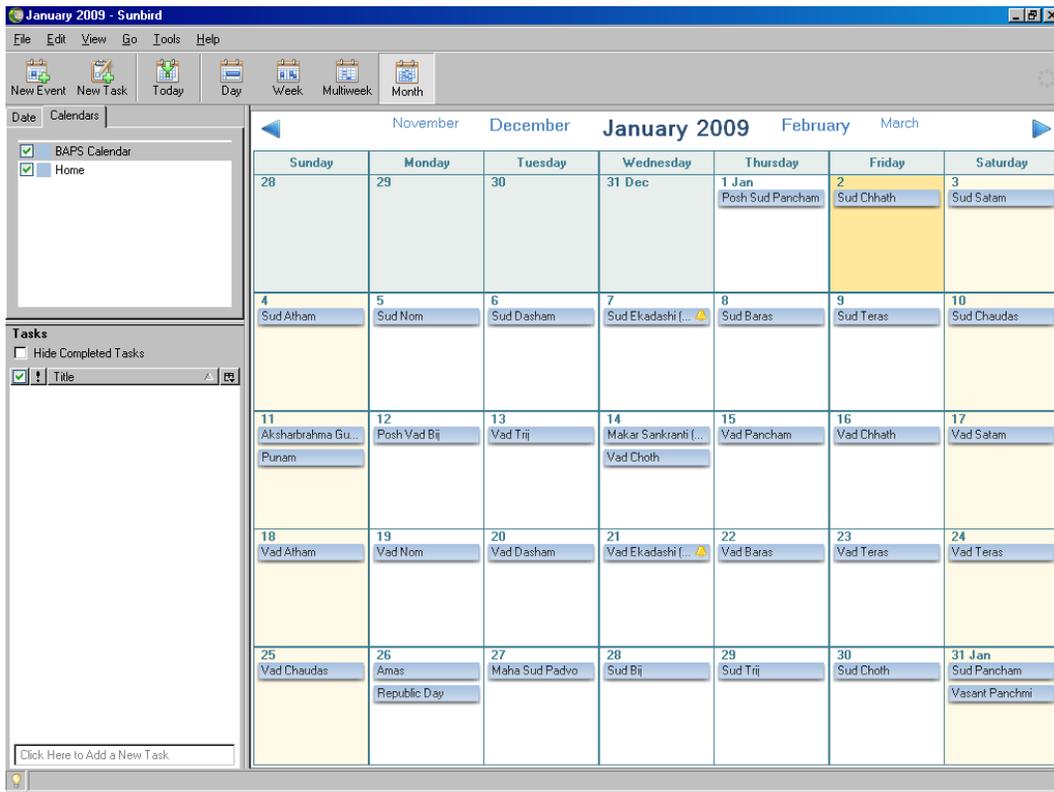
- b. Select the BAPSCalendar.ics file which you have downloaded into your computer from www.BAPS.org.



- c. Select the BAPS Calendar from the listed calendars in your Mozilla Sunbird



d. Now your Mozilla Sunbird is ready with all the Events from the BAPS Calendar.



e. Your BAPS Calendar is now ready for your daily reference!