**For Outlook Users:**

1. Open the file by double-clicking it.
	* On most devices, this will automatically open your default calendar application.
2. You will see a pop-up asking, "Do you want to open this calendar as a new calendar or import its items into your calendar?"
	* If you want to keep the events separate from your other calendar(s), choose "Open as New" to view them in a new calendar.
	* If you want the events added to your main calendar, choose "Import" to add the items directly to your existing calendar.

**For Google Users:**

1. Download the file to your device
2. Open Google Calendar
3. In the left panel, click the **+** icon next to "Other calendars."
4. Select **"Import."**
5. Click **"Select file from your computer"** and choose the downloaded .ics file.
6. Choose the calendar where you want to import the events (if you have more than one).
7. Click **"Import"** to add the events to your calendar.