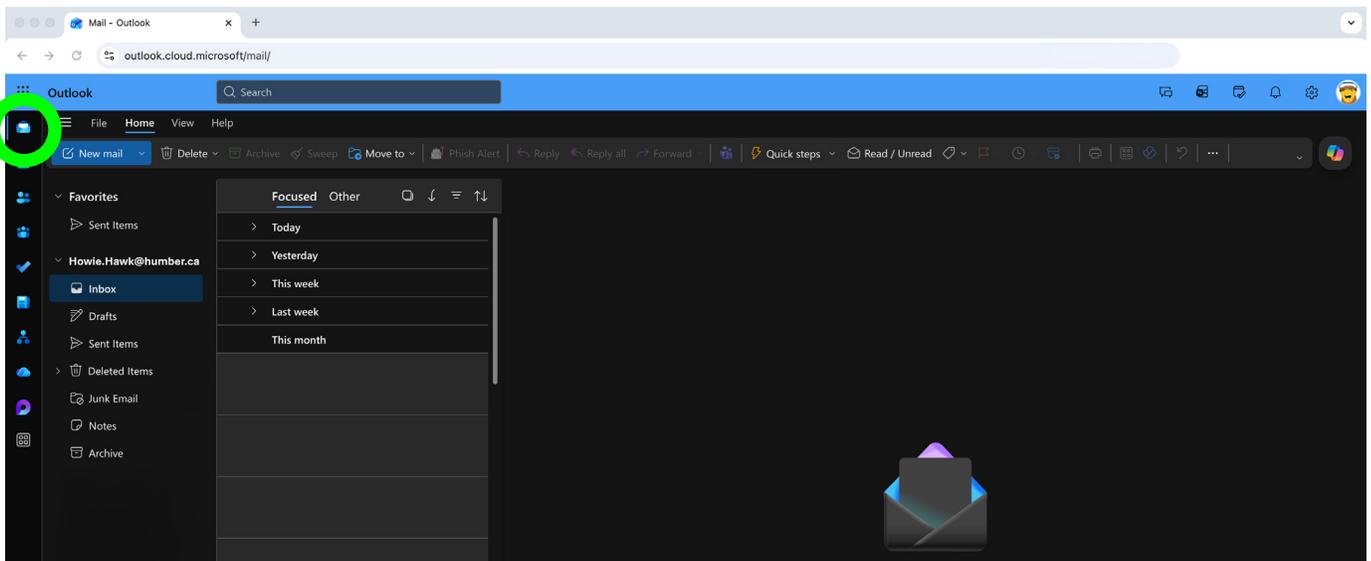


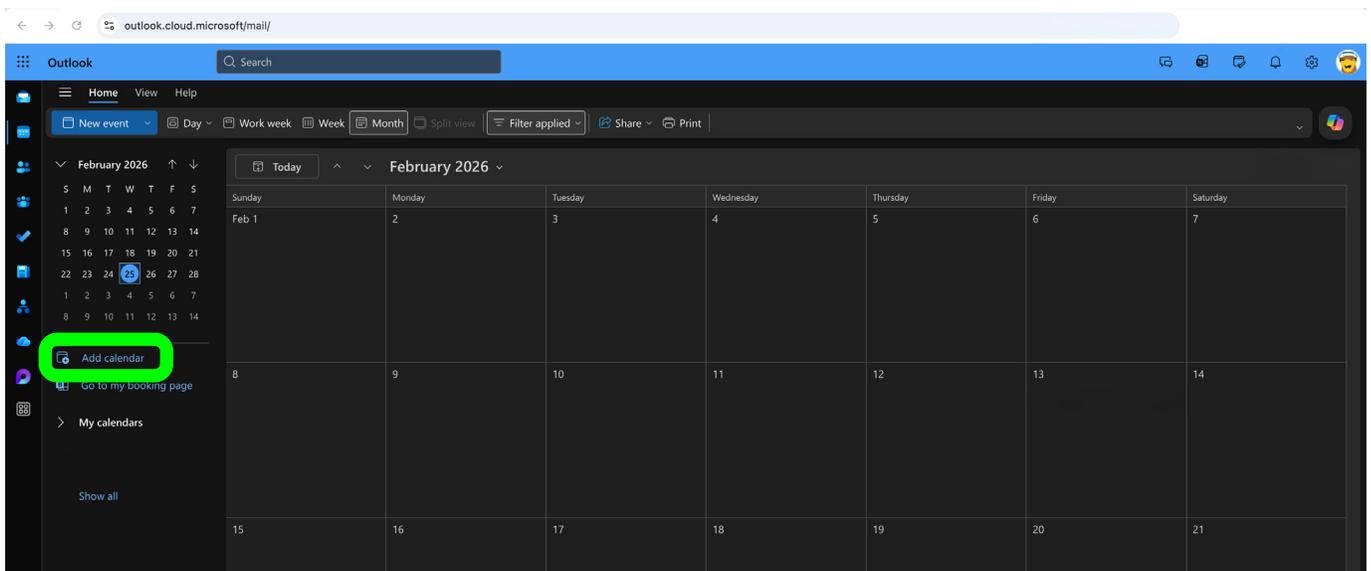
Importing the 2026 Days of Significance Calendar into Outlook

Adding the 2026 Days of Significance Calendar by Web

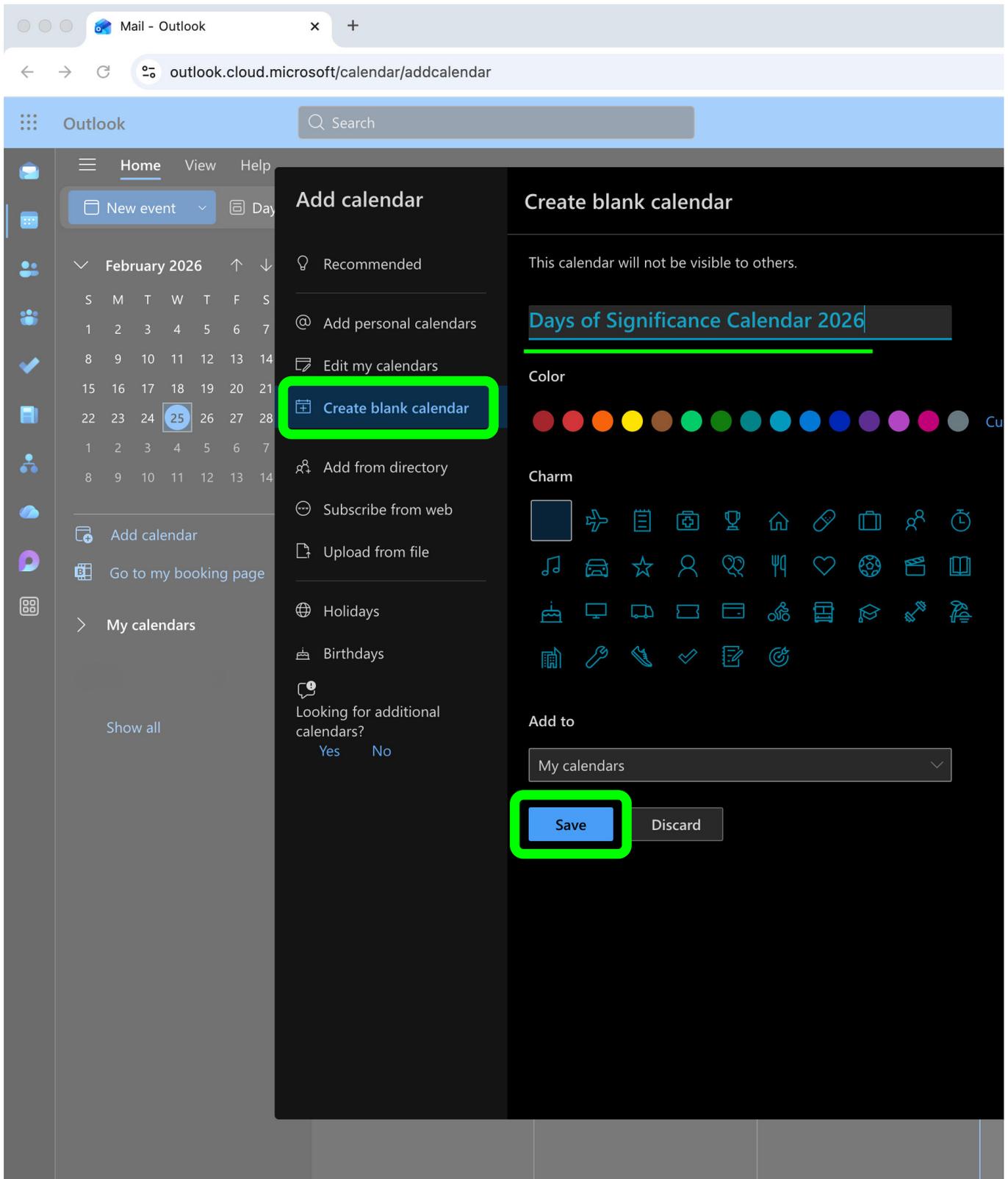
1. Please click on the [calendar link](https://outlook.office365.com/owa/calendar/cac5ad29d50c48e7aa1ddfec9fbcff7@humber.ca/b10b3c2a77b9497085717bb92c2f7bf46097776257209700911/calendar.ics): <https://outlook.office365.com/owa/calendar/cac5ad29d50c48e7aa1ddfec9fbcff7@humber.ca/b10b3c2a77b9497085717bb92c2f7bf46097776257209700911/calendar.ics>
2. When you click on the link above, the (.ics) file will be downloaded onto your computer in the default folder for downloaded documents. Your default folder for downloaded files will most likely be called "Downloads."
3. Go to <https://outlook.com/> and go to the **calendar icon** on the left-hand side.



4. Click on **Add Calendar**.



5. Click on **“Create a blank Calendar.”**
6. Write the name for the calendar such as **“Days of Significance Calendar 2026.”**
Then select a colour for your calendar or an icon.
7. Afterwards, select a calendar to add the new calendar to such as **My Calendar.**



8. Go back and click on **Add calendar**.
9. Click on **“Upload from file.”**
10. Click on **“Browse.”**
11. Select your **“Days of Significance Calendar 2026” (.ics)** file.
12. Then select the name of the calendar you created in the drop-down menu.
13. Select **“Import.”**
14. The downloaded calendar will be imported into your newly named calendar, such as **“Days of Significance Calendar 2026.”**

