



Downloading the key Early Childhood Education (ECE) Calendar

How to download the calendar using...

Google calendar

1. Click 'Download calendar'.
2. On your computer, open [Google Calendar](#), you may wish to create a new calendar for these events
3. Click the Settings icon  in the top right hand corner > **Settings**.
4. Open the **Calendars** tab.
5. Click **Import calendar** between the 'My calendars' and 'Other Calendars' headings.
6. Click **Choose file** and locate the 'Ministry-key-dates-calendar.ics' file. This will probably be in your recent downloads folder.
7. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
8. Click **Import**.

Outlook:

1. Click 'Download calendar' > Double click on file.
A message will ask you if you want to import the calendar.
Select 'Yes'

Or

1. If you are using **Outlook 2013**, click File > **Open & Export > Import/Export**.
If you are using **Outlook 2010**, click **File > Open > Import**.
If you are using **Outlook 2007**, click **File > Import and Export**.
2. Click **Import an iCalendar (.ics) or vCalendar (.vcs)** and then **Next**
3. Locate the 'Ministry-key-dates-calendar.ics' file and click **Open**. This will probably be in your recent downloads folder.
4. Once the file is chosen, the data will be imported as **Open as New** or **Import**. When you choose **Open as New**, the calendar will be opened as a separate calendar. If you click **Import**, it will import all dates to your calendar.

iCal/ Calendar in Mac

1. Click on the 'Download calendar'.
2. In your iCal, you may wish to create a new calendar for these events.
[Add or delete a calendar](#)
3. Choose **File > Import > Import**.
4. Locate and select the Bulletin calendar file 'Ministry-key-dates-calendar.ics', and then click **Import**.
5. Choose the calendar you created or another calendar to add the events to.