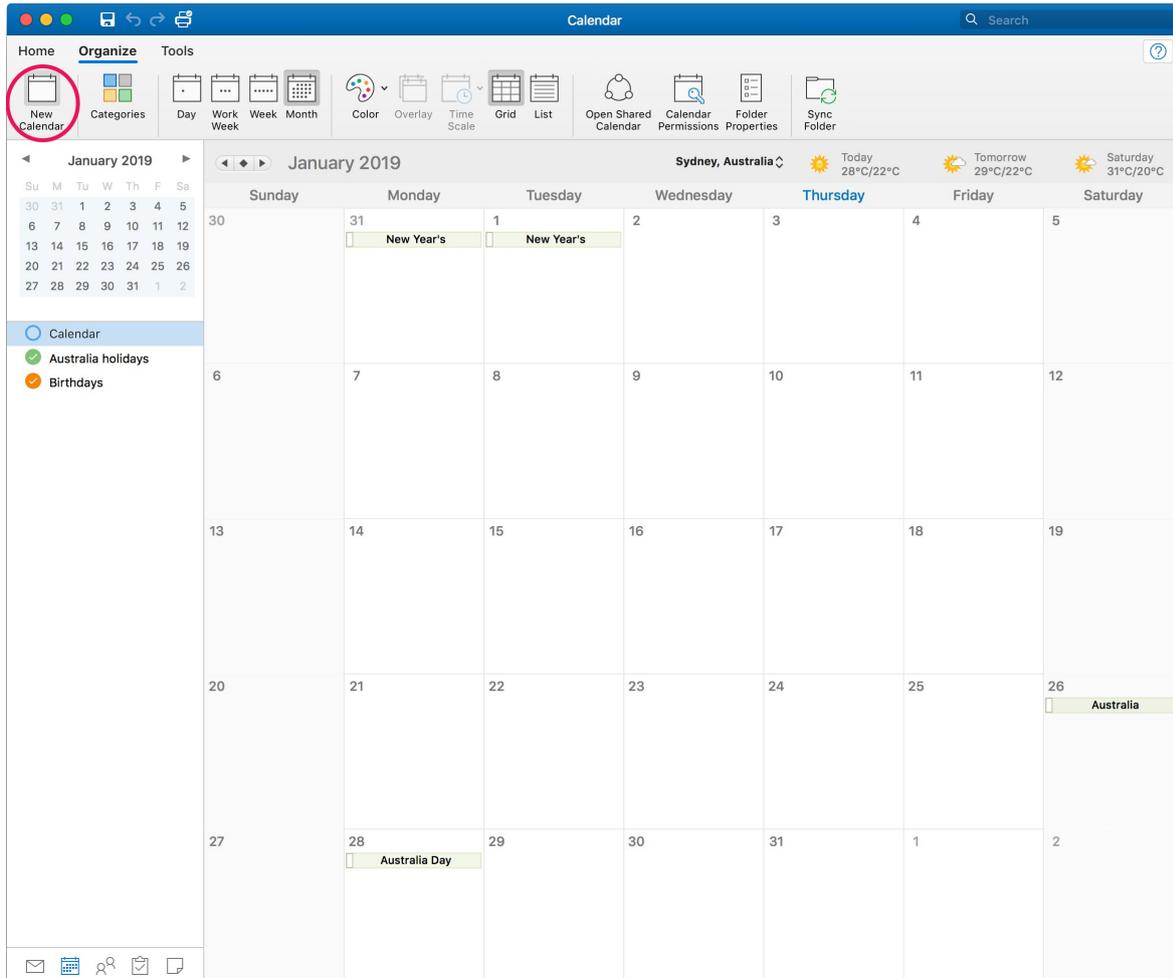
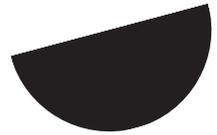


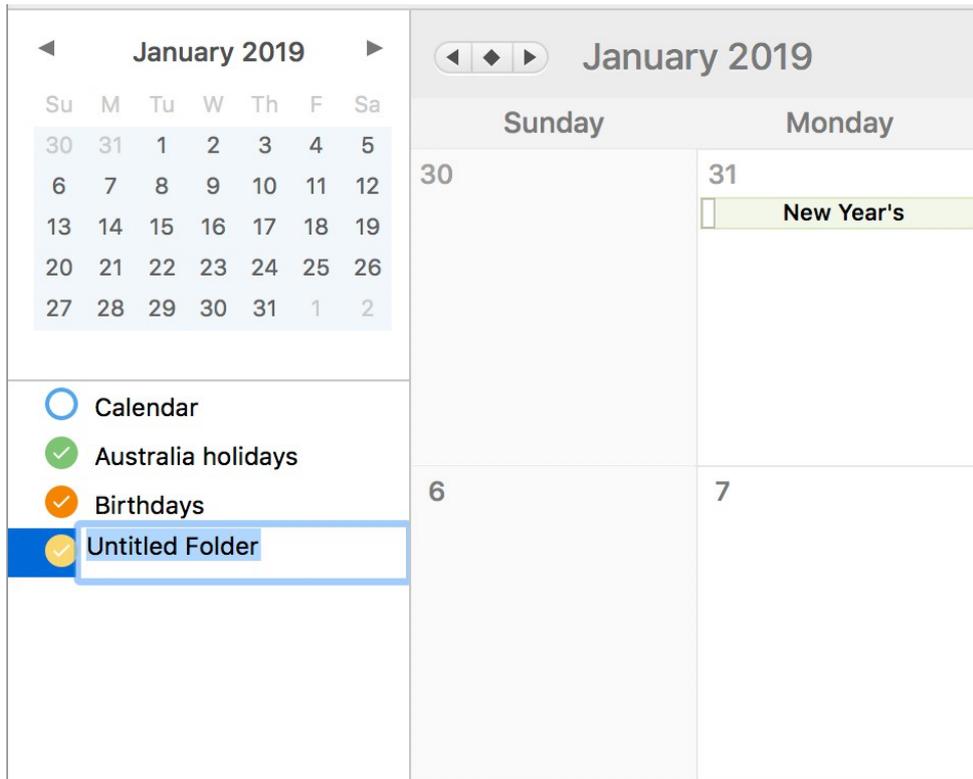
# How to Import the Marketing Calendar to Outlook

1. Click here to download the calendar
2. Open up your Outlook app
3. Click the Organise tab to create a New Calendar (top left corner)

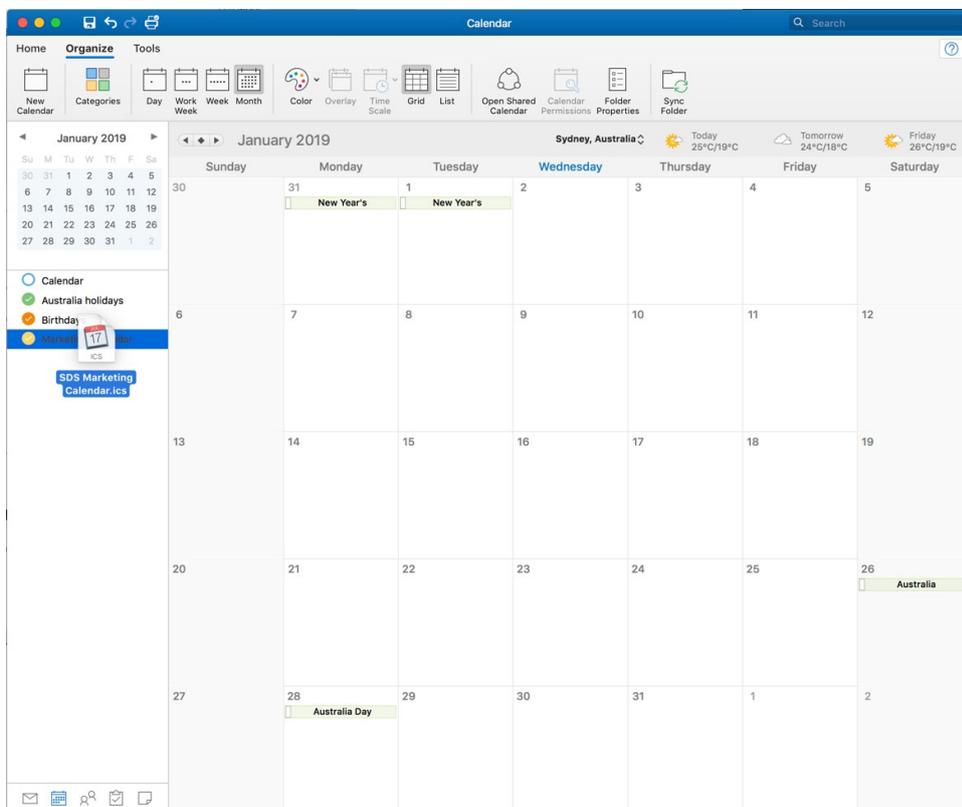


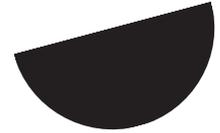


4. Rename this untitled calendar as "Marketing Calendar"

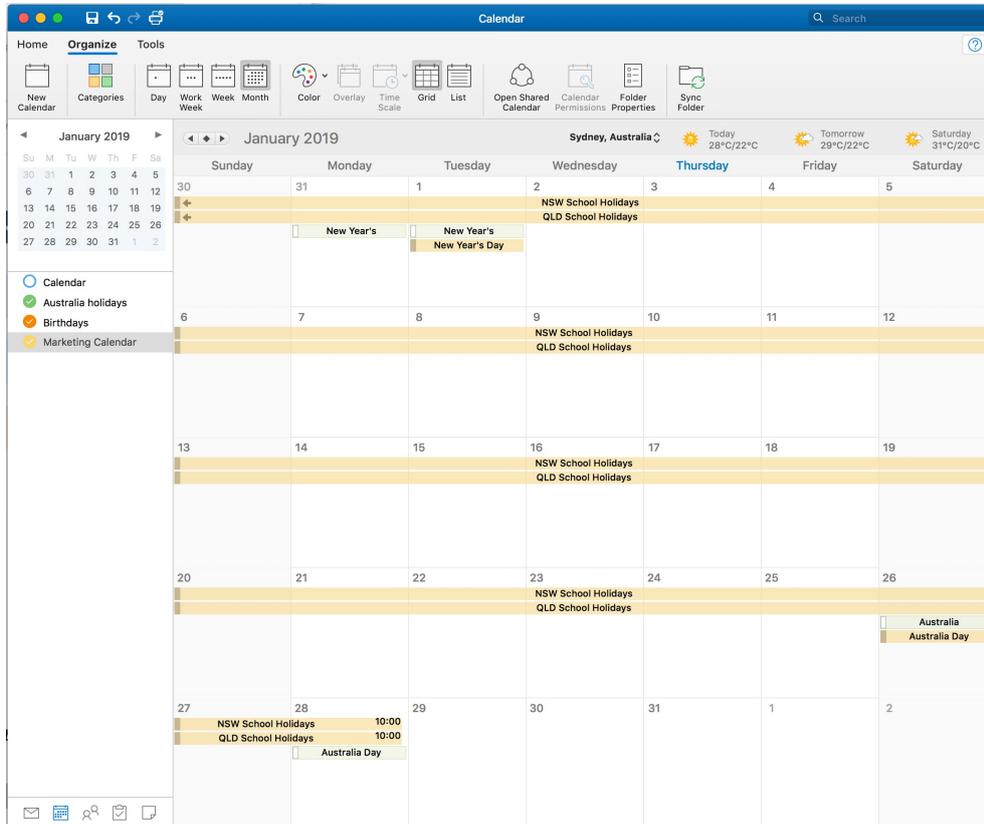


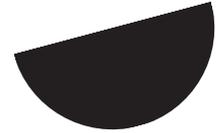
5. Drag the .ics file onto the Marketing Calendar tab on the left hand side





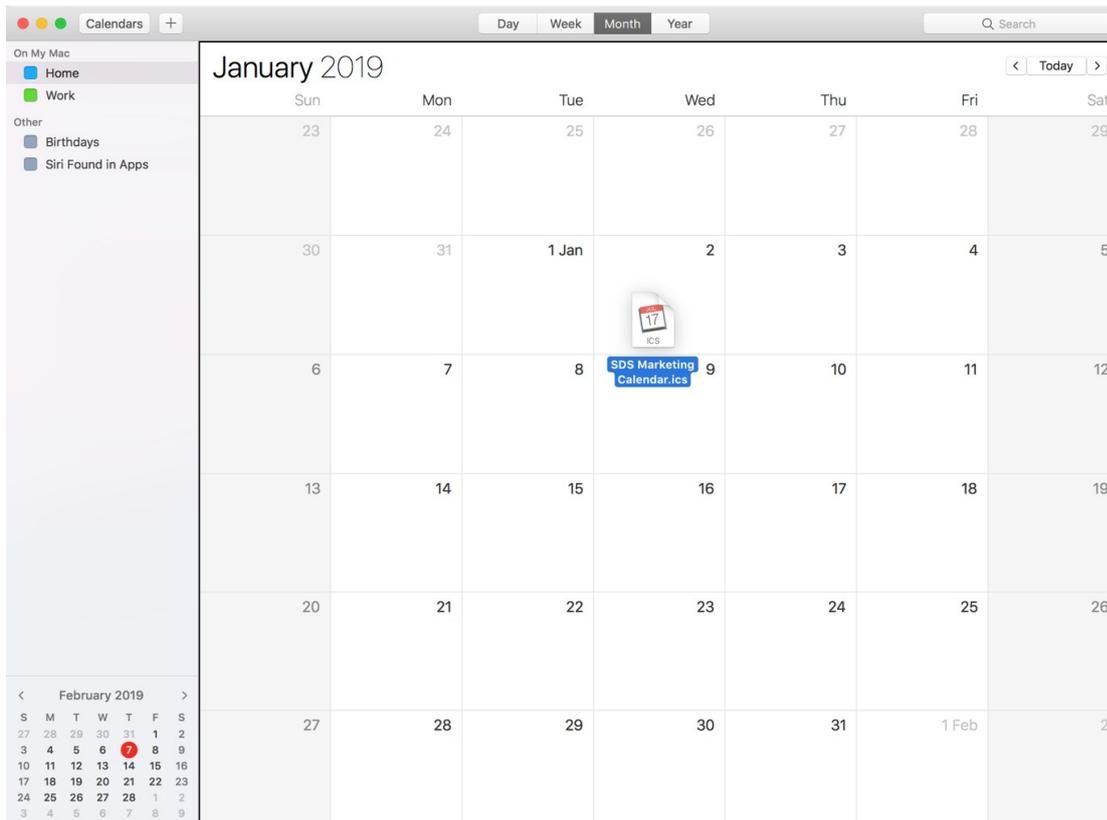
- Hey presto, your calendar has appeared!  
You can toggle it on/off & change the colour on the left.  
Double click an event to edit the details, including customising/  
removing alerts.



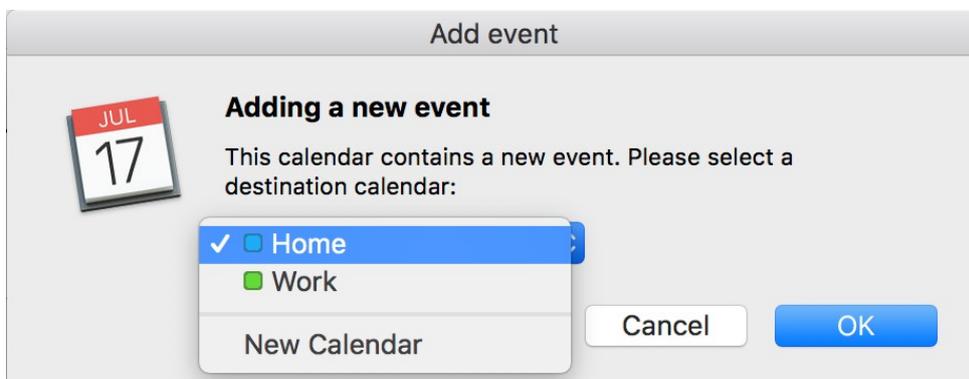


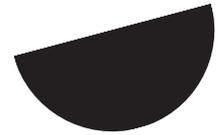
# How to Import the Marketing Calendar to Mac's Calendar App

1. Click here to download the calendar
2. Open up your Calendar app
3. Drag the .ics file onto the calendar like this:



This pop-up will appear. You can sync it to one of your existing calendars, but we recommend selecting New Calendar, as this will enable the marketing calendar to be easily toggled on/off.





4. Click OK and abracadabra, there's your calendar!  
You can toggle it on/off & change the colour on the left.  
Double click an event to edit the details, including customising/removing alerts.

