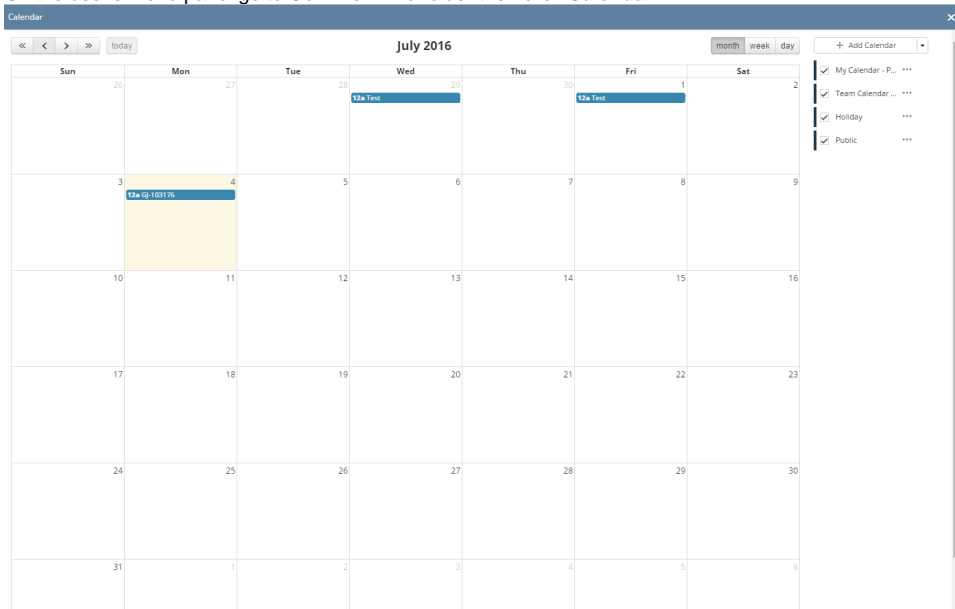


# How to Download a Calendar

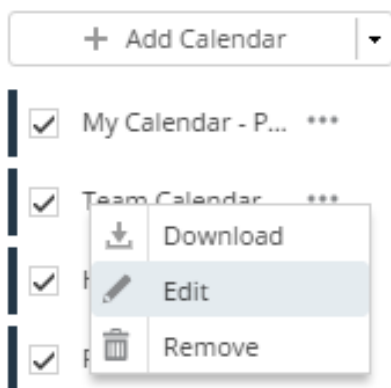
Downloaded calendars can be imported to Outlook.

Here are the steps on how to download a calendar:

1. On the user's menu panel go to **Common Info** folder then click **Calendar**



2. The right side panel shows the list of calendars, click the ellipsis button beside the calendar to be downloaded



3. Click the **Download** option. An ics file will then be downloaded.

