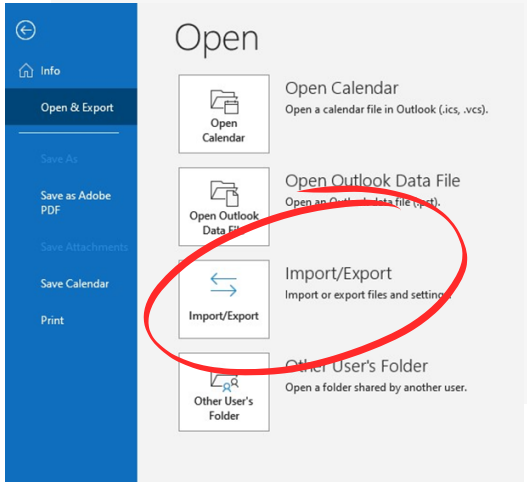
3 STEPS

Adding Deadlines to your own Calendar

01

In Outlook

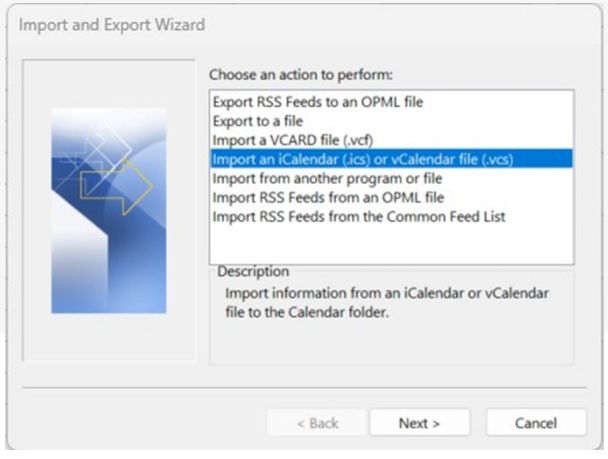
Go to File > Open & Export > Import/Export



02

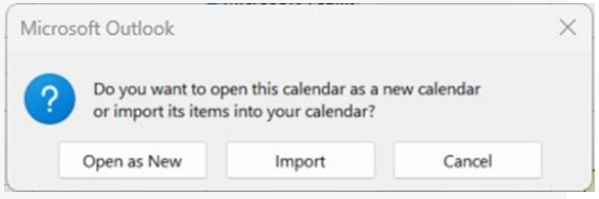
Select "Import an iCalendar"

browse your file and select the .ics file



03

Select "Import"



DONE