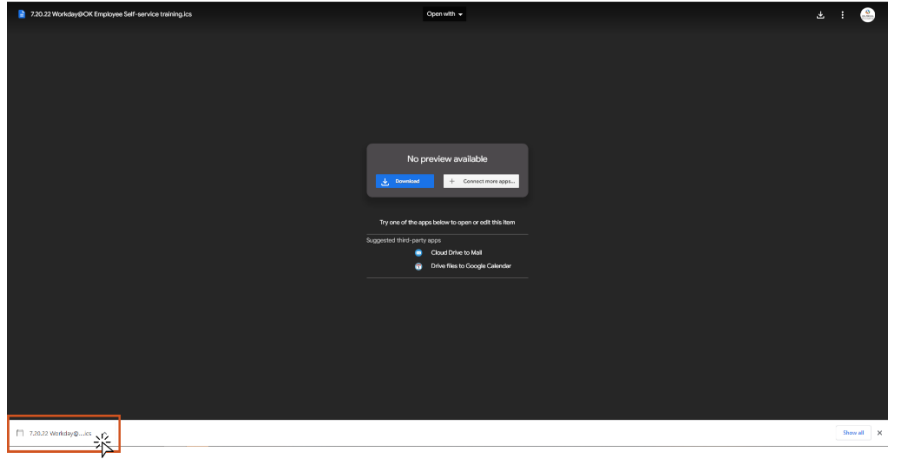
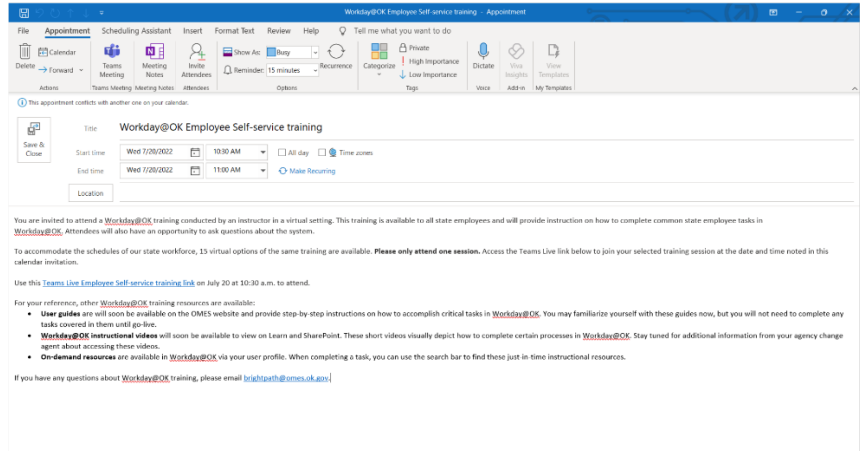


4. Select the downloaded calendar (.ics) file to open it.



5. Once you open the file, Outlook should launch automatically and open a separate window with the event.



6. In the event window, select **Save & Close**, located to the left of the event title.

