DeKalb County Board of Commissioners

ADD TO CALENDAR – QUICK INSTRUCTIONS

DOWNLOAD CALENDAR FILE

1. Visit the Board of Commissioners' Meetings webpage.
2. Click **Add to Calendar**, located beneath **View Meetings and Agendas**.
3. The ICS (.ics) file will download to your **Downloads** folder.

IMPORT INTO MICROSOFT OUTLOOK

New Outlook / Outlook on the Web

1. Open Outlook and select **Calendar**.
2. Click **Add calendar → Upload from file**.
3. Click **Browse** and select the downloaded ICS file.
4. Choose your calendar and click **Import**.

Classic Outlook (Desktop)

1. Open Outlook and select **File → Open & Export → Import/Export**.
2. Select **Import an iCalendar (.ics) or vCalendar file (.vcs)**.
3. Click **Next** and select the downloaded ICS file.
4. Click **Open**, then **Import** when prompted.

IMPORT INTO GOOGLE CALENDAR (GMAIL)

1. Sign into Gmail and open **Google Calendar** using the Google Apps menu (nine dots).
2. Click **Settings (⚙️) → Settings → Import & export**.
3. Click **Select file from your computer**.
4. Select the downloaded ICS file.
5. Choose your calendar and click **Import**.

IMPORTANT NOTES

- **42 calendar events** should appear after a successful import.
- **Do not simply double-click the ICS file.** Use the import instructions above to add all events.
- Importing the file multiple times may create duplicate events.
- Imported events do not automatically update if the official meeting schedule changes.