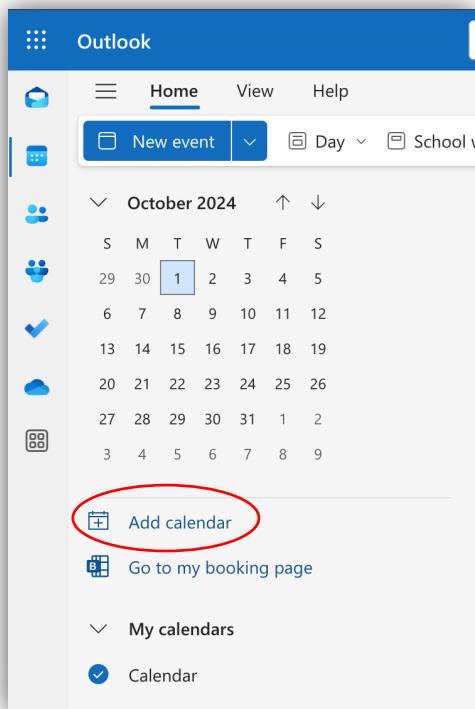


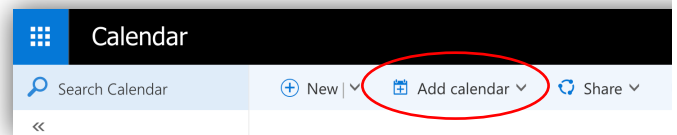
Import Holidays and Optional Days to Outlook online

1. Sign in to your account by accessing outlook.office.com (365). If the login fails it means your email account was yet to be upgraded to 365, in which case please access mail.weizmann.ac.il (exchange 2016).
2. Go to the calendar view.
3. Add the calendar to your email account:
 - 3.1. Click Add calendar:

365

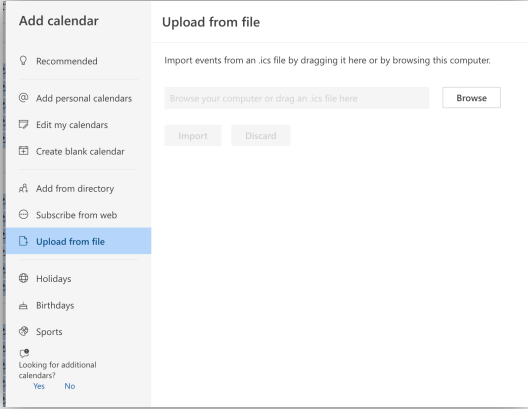


Exchange 2016

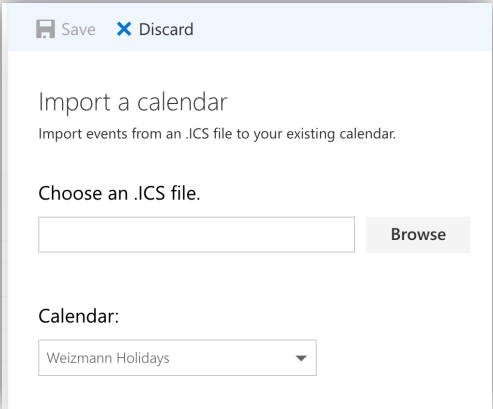
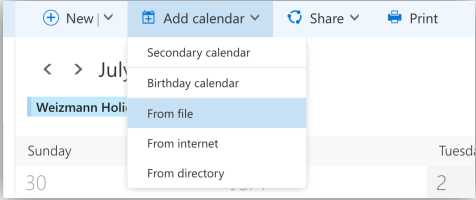


3.2. Select Upload From File, and click Browse.

365



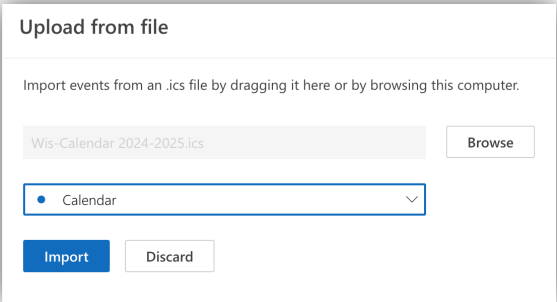
Exchange 2016



3.3. In the window that opens, select the downloaded file.

3.4. Choose your calendar to import the events to, and click import\save:

365



Exchange 2016

