FIRST: Download the sessions file.   Navigate to this link to download the .ics file with all session details. Save the file on your own computer somewhere easy to find (downloads file or desktop).

https://nonprofitsymposium.org/wp-content/uploads/2023/09/Nonprofit-Symposium_calendar.ics

SECOND: Import all events to your *own* calendar.

OUTLOOK CALENDAR:

1. In Outlook, select **File** > **Open & Export** > **Import/Export**.
2. In **Import and Export Wizard** box, select **Import an iCalendar (.ics)** and then **Next**.
3. Select the calendar file from your PC and select **OK**.
4. Select **IMPORT**. (NOTE: if you select 'open as new' it will create another entire new calendar in your system with ONLY these sessions. You most likely want to import these items onto your regular existing calendar.)

GOOGLE CALENDAR:

1. Open Google Calendar.
2. In the top right, click Settings ⚙ > **Settings**.
3. In the menu on the left, click **Import & Export**.
4. Click **Select file from your computer** and select the .ics file you downloaded.
5. Choose which calendar to add the imported events to
    (By default, events are imported into your primary calendar.)
6. Click **Import**. A notification should pop up saying 21 of 21 events were imported.

APPLE CALENDAR / MAC:

1. Open the Calendar app on your Mac
2. Choose File > Import.
3. Select the .ics file with the events, then click Import.
4. Choose which calendar you want to add the events to.

(it *should* be that simple … we've tested this on all three of these platforms - but if you have trouble or permissions restrictions on downloading external files, you may need local tech / administrator support.)