

## Adding Holidays to the Outlook Calendar

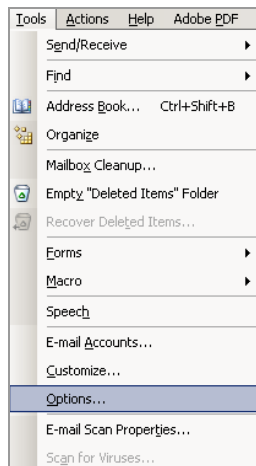
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FAQ No. C7.1.14

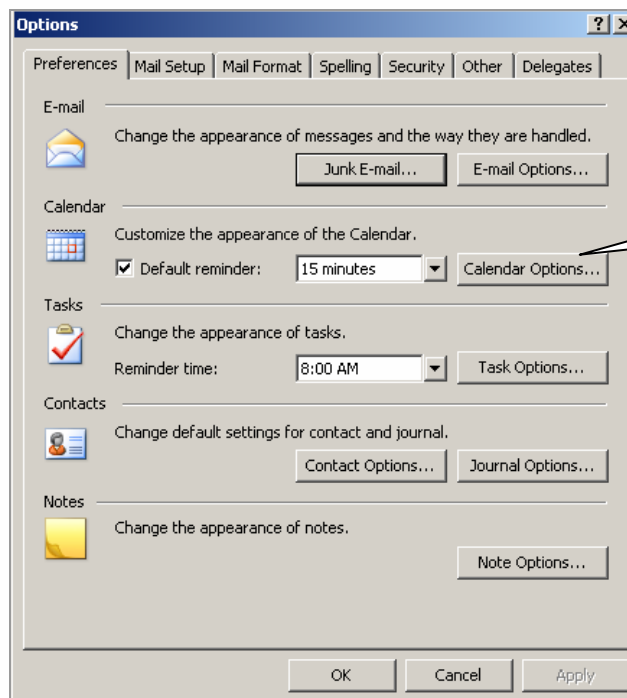
### How do I add holidays to the Outlook calendar?

#### Adding Holidays

1. Open **Outlook Calendar**.
2. Click on the **Tools** menu.
3. Click on the **Options** menu item to open the **Options** dialog box.



4. Under the **Calendar** section, click on the **Calendar Options** button.



**Calendar Options**  
button

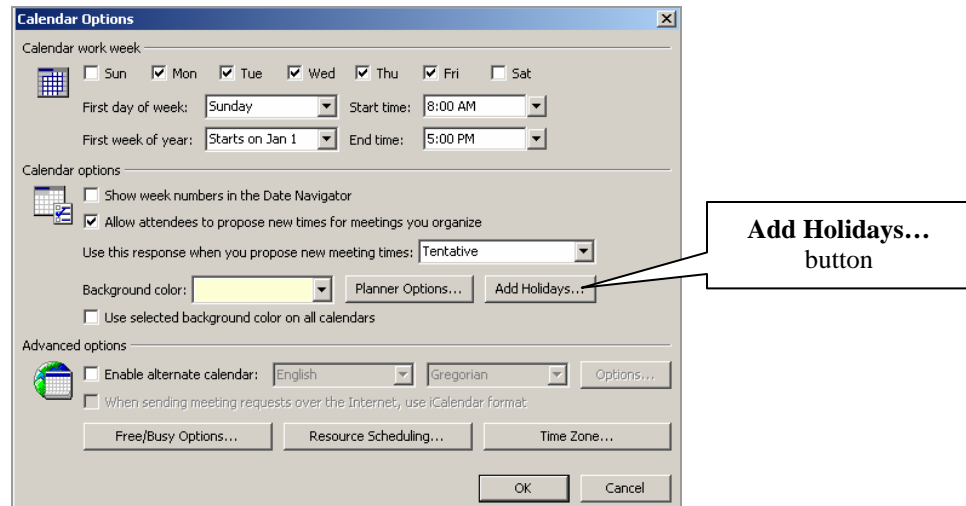
Frequently Asked Questions

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- The **Calendar Options** dialog box will open.
- In the **Calendar Options** section, click the **Add Holidays...** button.



- Put a checkmark beside **United States** in the **Add Holidays to Calendar** box.



- Click the **OK** button.
- Click the **OK** button twice more to close all of the dialog boxes.

### Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.