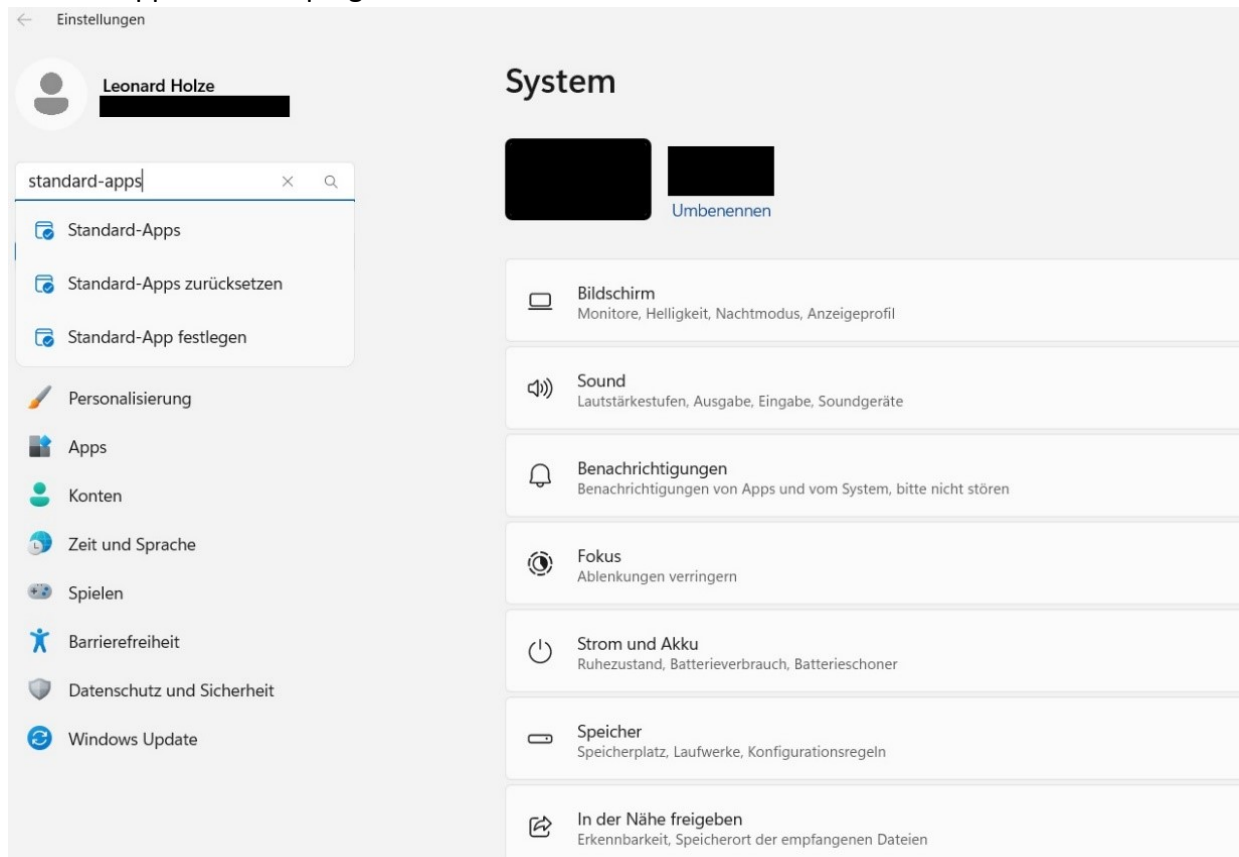


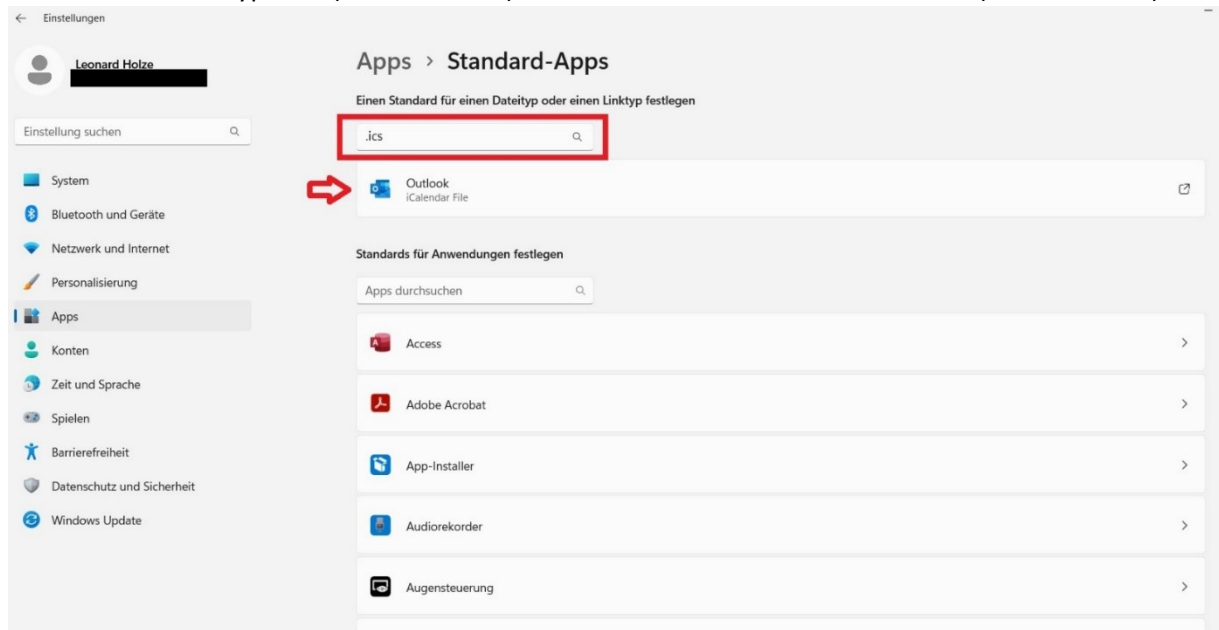
Instructions if something goes wrong when importing a calendar file

If you are unable to open an .ics calendar file by double-clicking on it in Outlook, this may be because the wrong default app for opening .ics files is set in Windows. To check and change this, go to the Windows Control Panel (under Windows > Settings) and search for the term 'Default apps' in the top right corner and click on it in the search results:

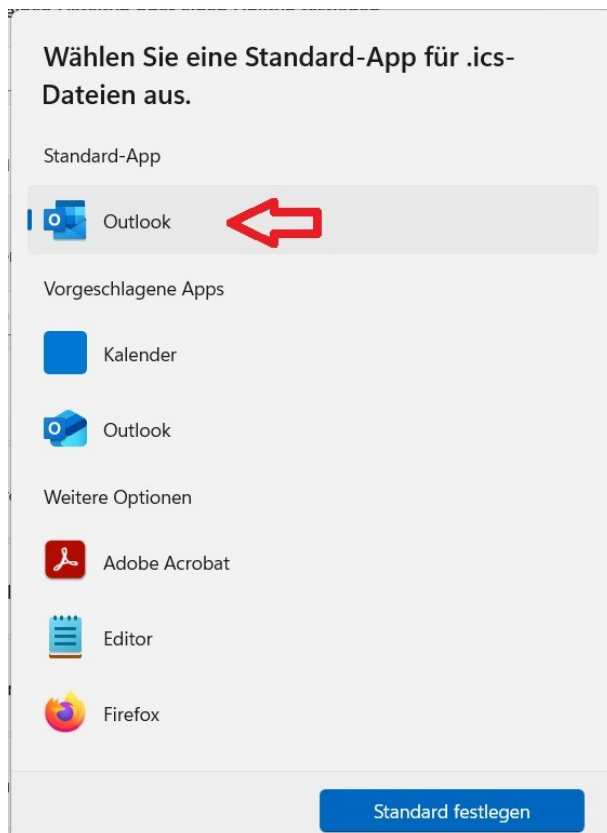


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Search for the file type .ics (see red frame) and click on the Outlook icon below it (see red arrow):



Select "Outlook" here (see red arrow; the newer icon, as Outlook is also displayed in the apps or your taskbar) and confirm by clicking on "Set as default" / "Standard festlegen".



Then follow the instructions on how to import a calendar file again.