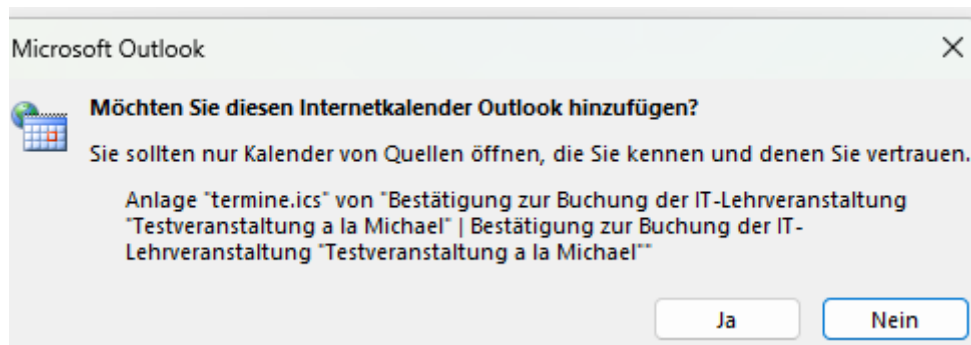# Instructions for importing an ics file for the first time
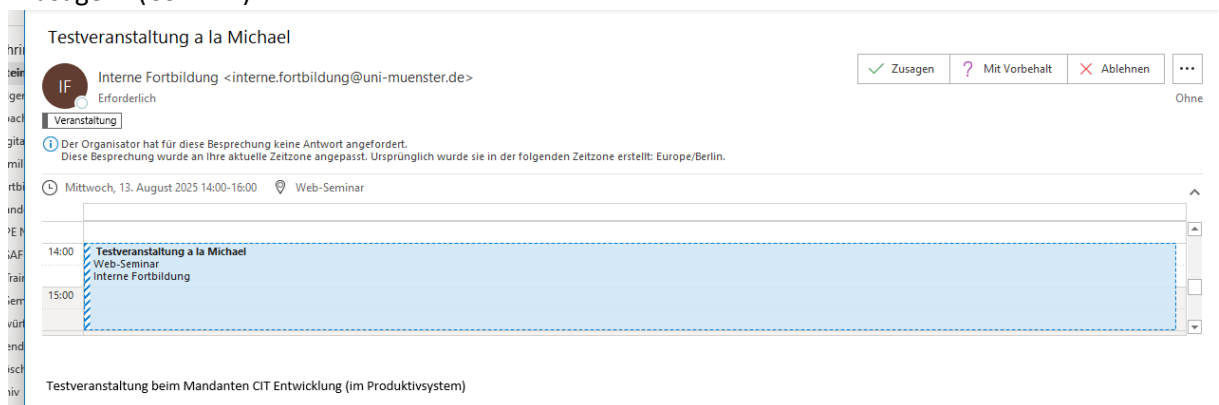
1. **Attachment:** Double-click on the attachment (ics file) in the confirmation email.

2. **Sicherheitshinweis / Safety notice**: Click on „Ja" (Yes).

3. **Calender**: Click on „Ja" (Yes).

4. **Appointment:** Either the appointment will open automatically, or you will need to look at your calendar on the relevant day and open the appointment manually. Then click on "Zusagen" (Confirm).

5. Now you have the appointment in your calendar. If there are several appointments, you will need to enter the other appointments manually in your calendar. (We are still working on this feature 😊)