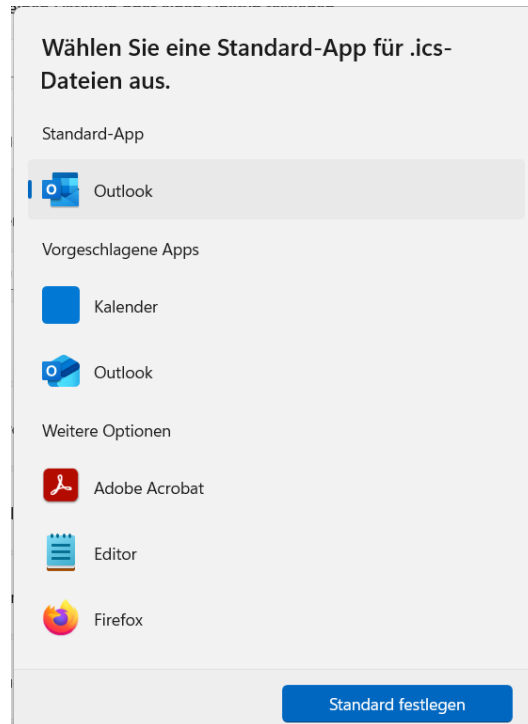
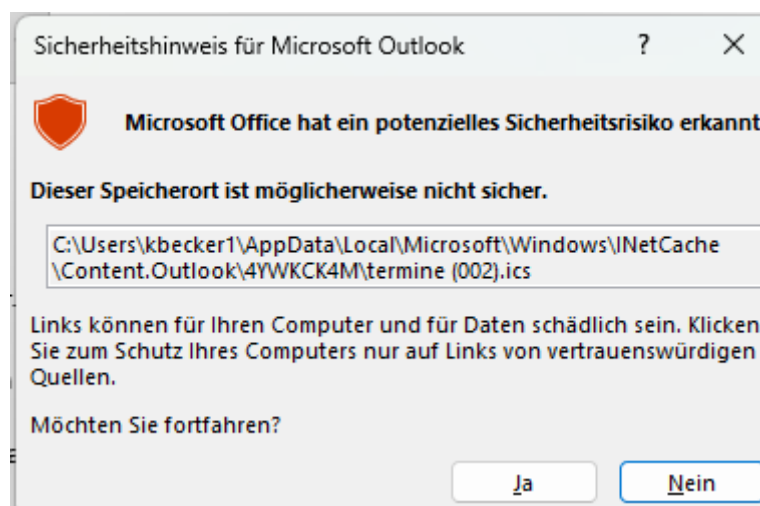


Instructions for importing an ics file for the first time

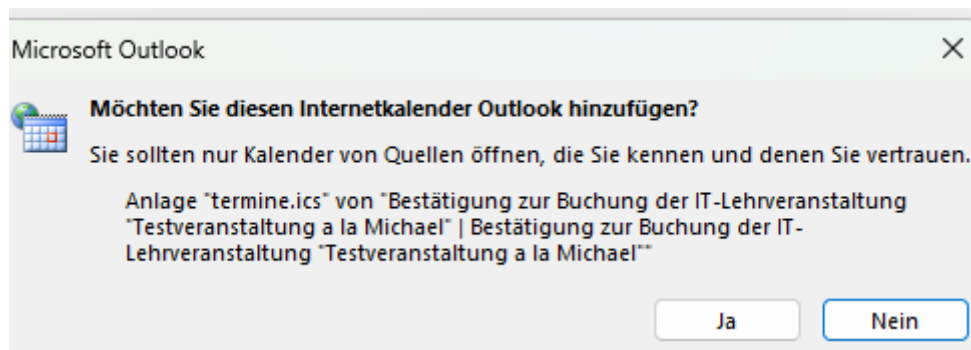
1. **Attachment:** Double-click on the attachment (ics file) in the confirmation email.
2. **Query about which program to use to open the files:** Click on "Outlook" (not "Outlook 365" or "Outlook Calendar") and then on "Standard festlegen" (Set as default).



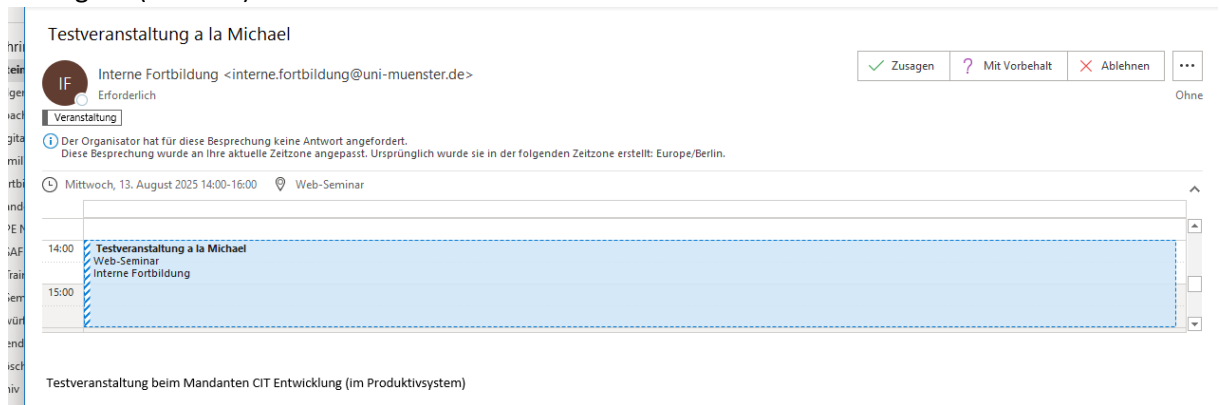
3. **Sicherheitshinweis / Safety notice:** Click on „Ja“ (Yes).



4. **Calendar:** Click on „Ja“ (Yes).



5. **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).



6. 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 😊)