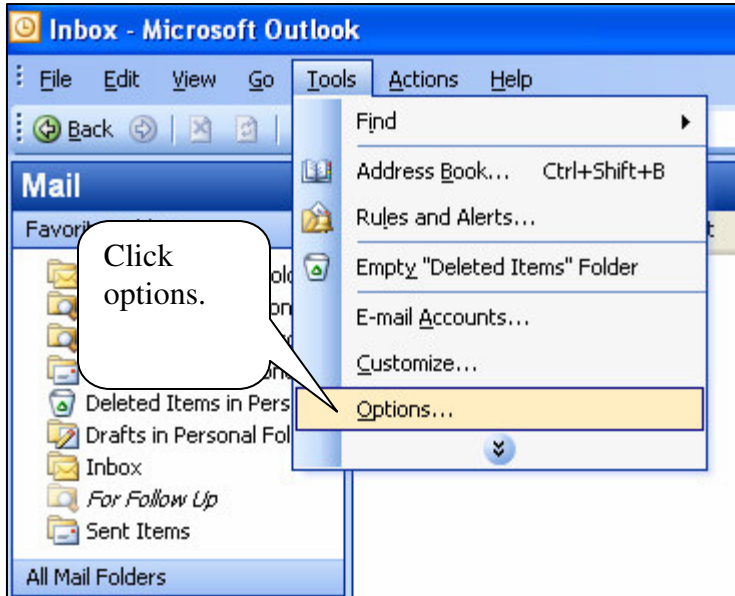


Automatically add holidays to your Calendar

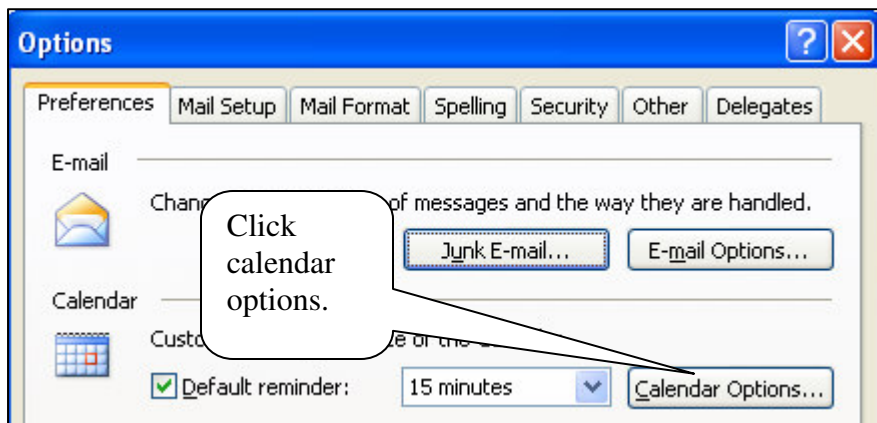
Once you open your Outlook mailbox, your Inbox will display.



Inbox window

Figure 1

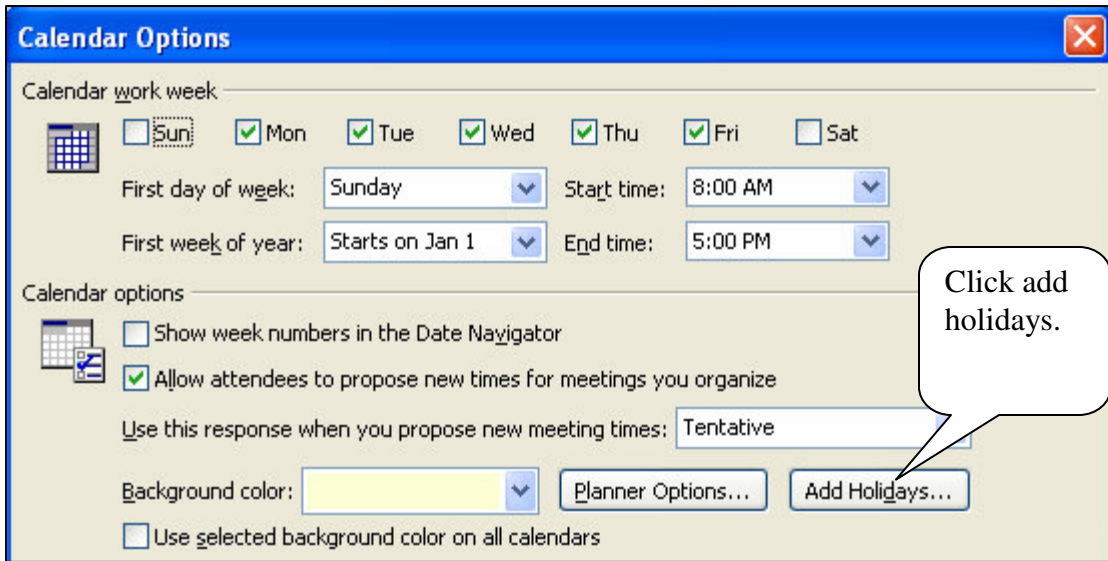
1. On the **Tools** menu, click **Options**,



Option window

Figure 2

2. Click **Calendar Options**.



Calendar options window

Figure 3

3. Click **Add Holidays**.



Add holiday window

Figure 4

1. Click **OK**.