

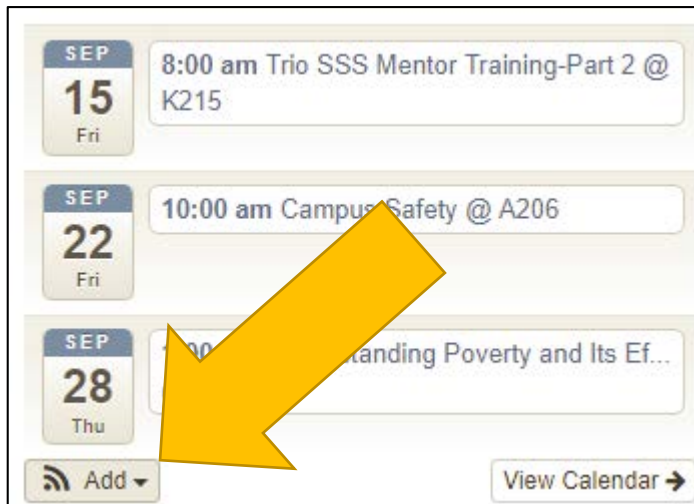
How to get Wildfire Events in your Online Outlook Calendar

From the Wildfire Institute website (<http://wildfire.northlakecollege.edu>), hover over “Professional Development” in the top menu.

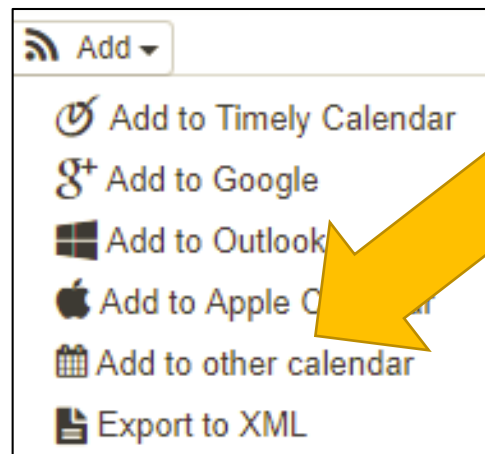
1. Select your employee category from the drop-down menu.



2. On the right side of the page, select the “Add” button below the list of upcoming events.

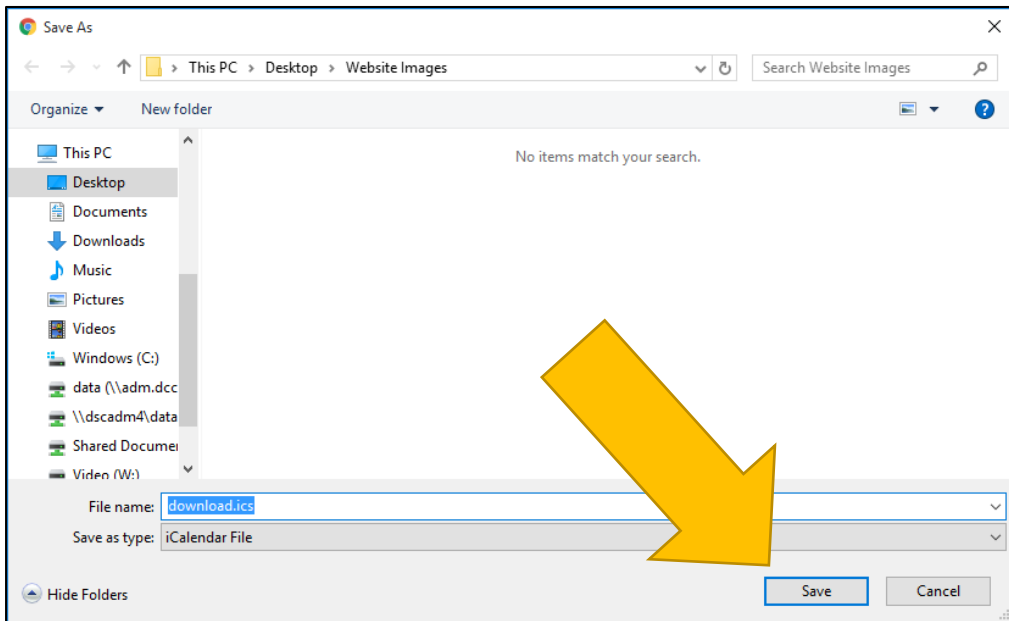


3. Choose “Add to other calendar” from the drop-down menu.



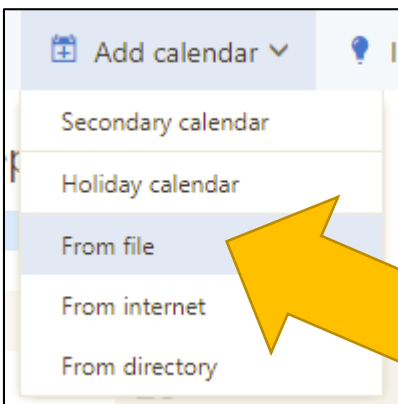
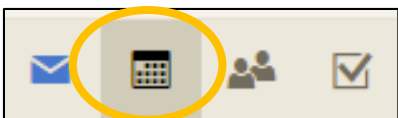
4. Choose where to save the ICS file. Be sure to select somewhere you can find it.

5. Select "Save."

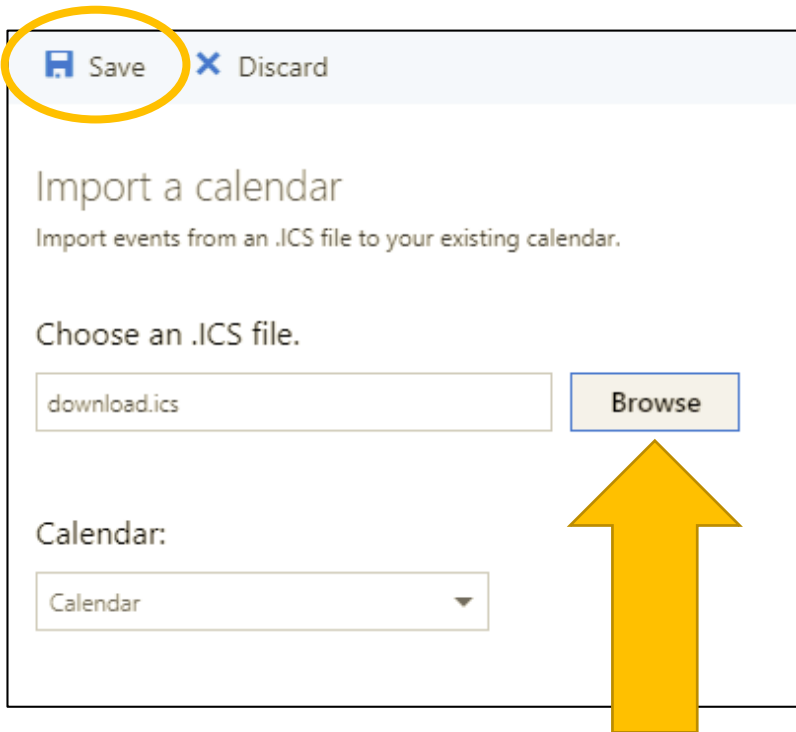


6. From the Office365 website (<https://outlook.office365.com>), choose to access your calendar on the bottom right side of the screen.

7. Select "Add calendar," and choose "From file" in the drop-down menu.



8. Click "Browse" and select the file you saved in step 4, and click "Save" for the events to appear in your calendar.



If you have questions or need assistance, please contact Wildfire at wildfire@dccd.edu.