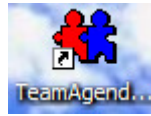T E A M S O F T ®

TeamAgenda
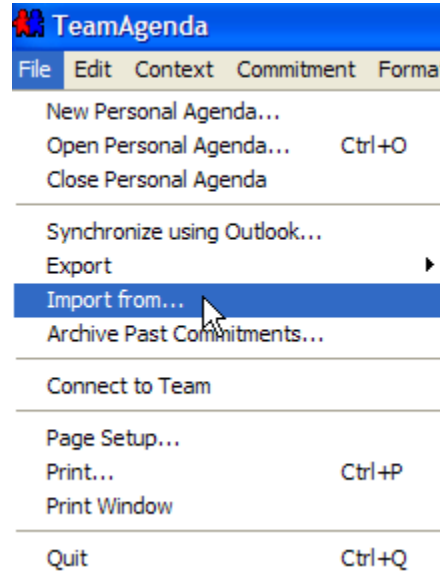
Import

Holiday

Files

Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.

T E A M S O F T ®

1) Open Personal TeamAgenda application
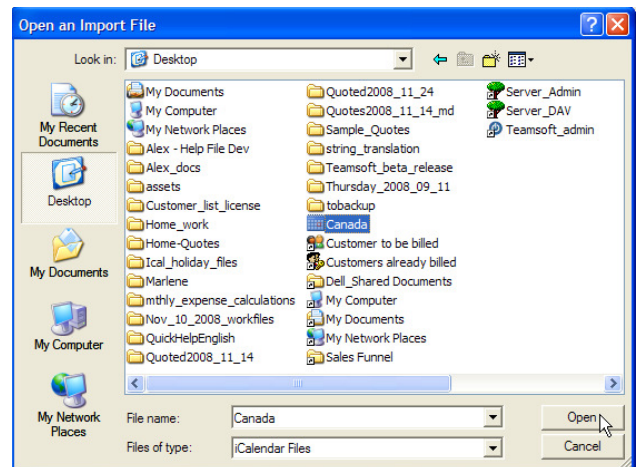
   Double-click on the icon [TeamAgend...] .

2) Choose « *Import from...* » from the « **File**» menu

3) Choose the import document in the Open dialog box.

   a) Select the « *iCalendar Files* » from the drop down list « **Files of type** ».

   b) Select the file « *Canada* » in the «**Open an Import file**» dialog box.
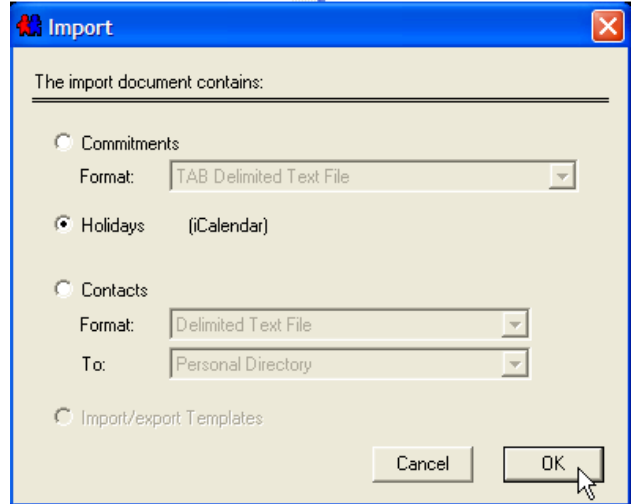
   c) Click on the [Open] button.

4) From the Import screen format,

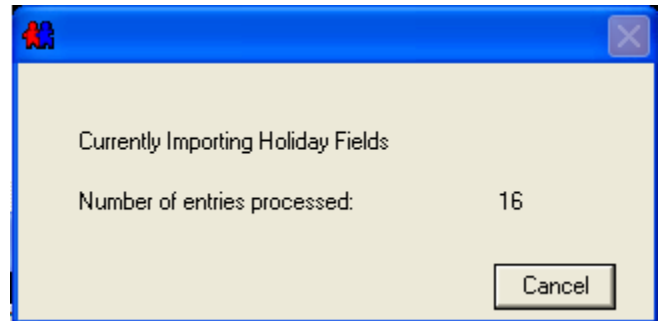Select ⊙ Holidays (iCalendar) radio button.

and

Click the OK button.

5) Be patient...

A status dialog box will appear while the importing of the Holiday fields are being loaded.

6) You have now successfully completed the importing of the Holiday file process**.**

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