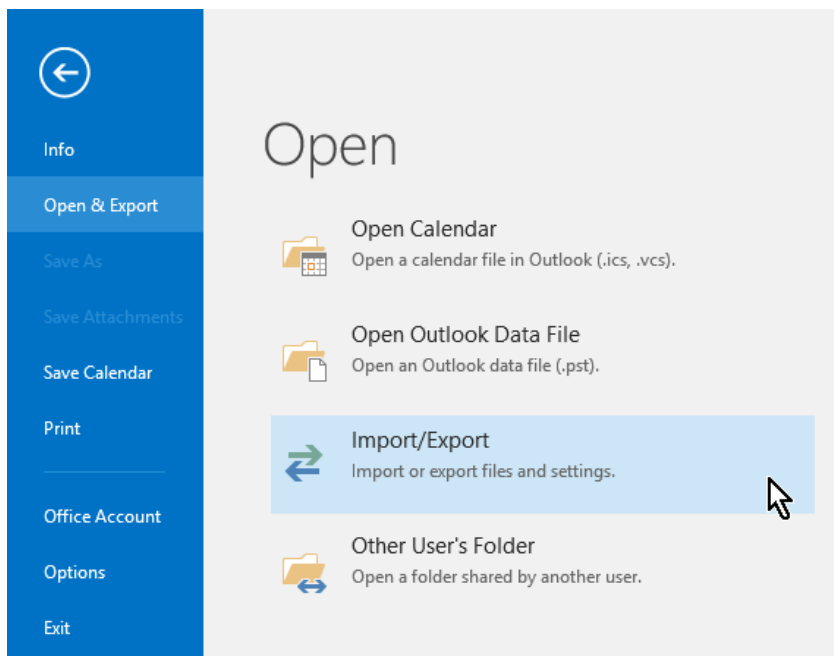
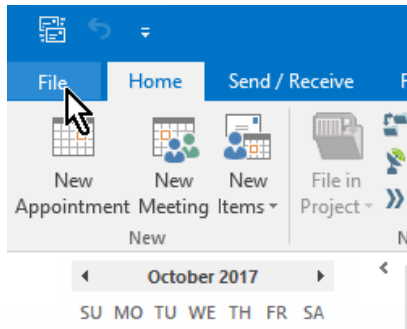
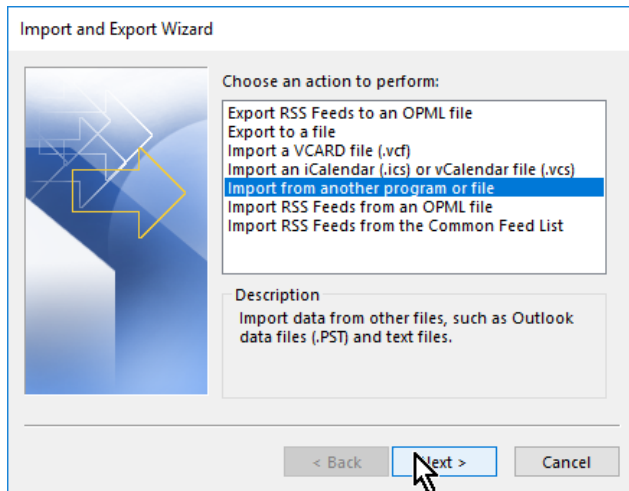


Instructions for updating your personal calendar:

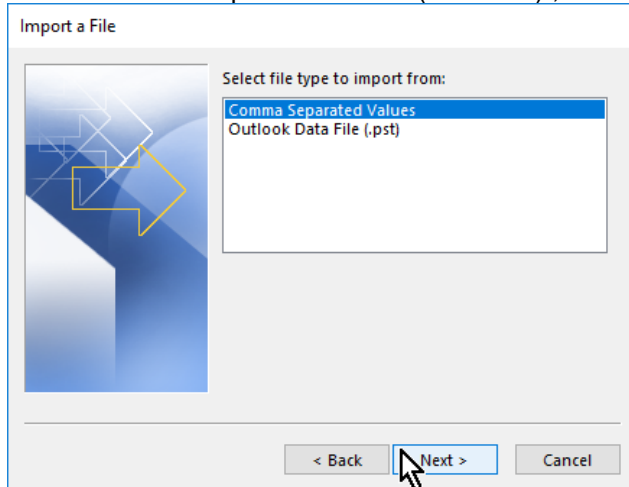
1. Go to File and then Open & Export
2. Go to Import and Export



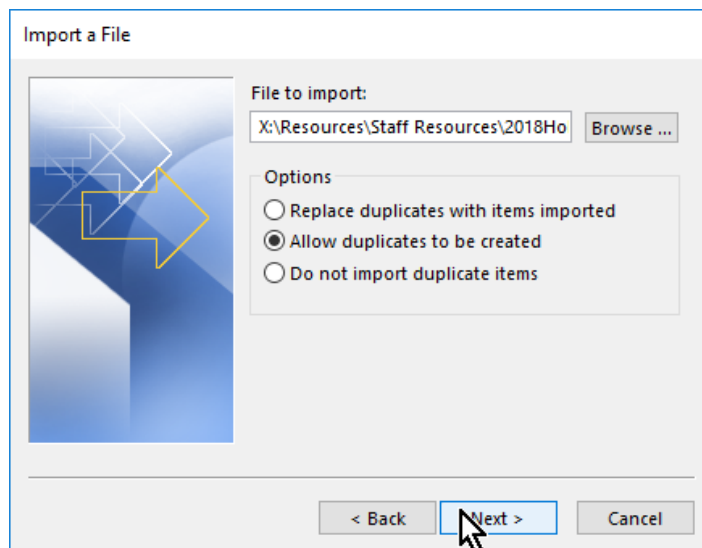
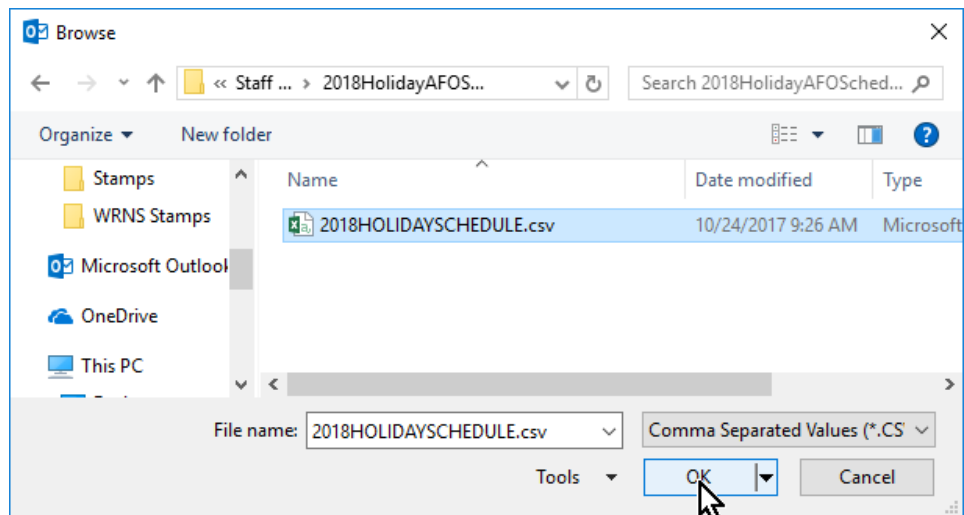
3. Select "import from another program or file", click on next

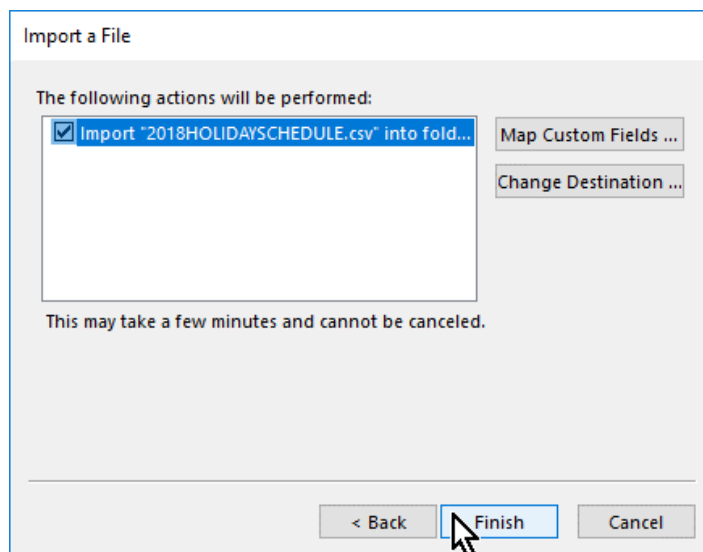
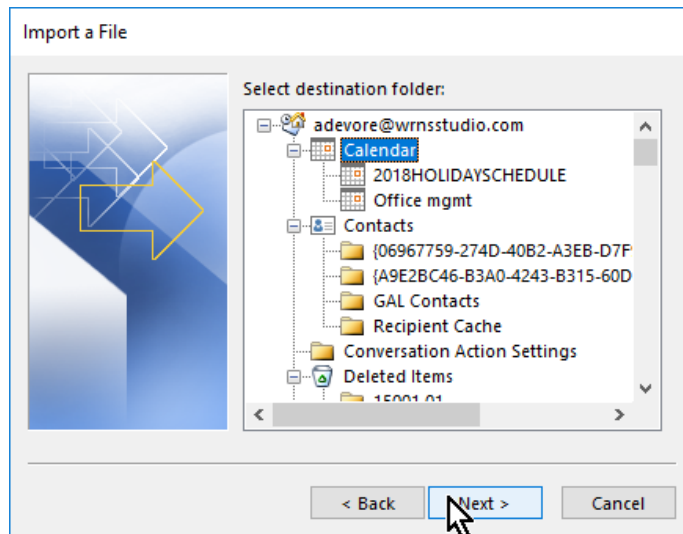


4. Select "Comma Separated Values (Windows)", click on next



5. At “File to Import” browse to the location of the file “2020HOLIDAYSCHEDULE.csv”, click on next.





6. Done!