

How to Import the Marketing Calendar to Outlook

- 1. Click here to download the calendar
- 2. Open up your Outlook app
- 3. Click the Organise tab to create a New Calendar (top left corner)

●●●			Calendar			Q Search	
Home Organize Tools							0
New Calendar Categories Day	Work Week Month	Color Overlay Time Scale	Grid List Open S Caler	hared Calendar Folde ndar Permissions Propert	er Sync Folder		
 January 2019 	Image: Januar	y 2019		Sydney, Austra	lia\$ 🔅 Today 28°C/22°C	Tomorrow 29°C/22°C	Saturday 31°C/20°C
Su M Tu W Th F Sa	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 7 8 9 10 11 12	30	31	1	2	3	4	5
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2		New Year's	New Year's				
🔘 Calendar							
Australia holidays	6	7	9	9	10	11	12
Birthdays	0	7	0	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	Australia
		Australia Day	23	50	01	1	2

6/12-16 CHIPPEN ST, CHIPPENDALE, NSW 2008 HELLO@DISTILAGENCY.COM ABN 12 607 762 729





4. Rename this untitled calendar as "Marketing Calendar"



5. Drag the .ics file onto the Marketing Calendar tab on the left hand side

Normal Organiza Tools Control Tools Controols Control Tools	●●● 🖬 ち 🗟 😫	Calendar						
• January 2019 • January 2019 • Sydney, Australia • Description • Descriprescription • Description <th< th=""><th>Home Organize Tools</th><th>Work Week Month</th><th>Color Overlay Time Scale</th><th>Grid List Open S Cale</th><th>hared Calendar Folde</th><th>ar Sync Folder</th><th></th><th>0</th></th<>	Home Organize Tools	Work Week Month	Color Overlay Time Scale	Grid List Open S Cale	hared Calendar Folde	ar Sync Folder		0
Sunday Monday Tuesday Wednesday Thursday Friday Saturday S		I I Janua	ry 2019		Sydney, Austra	lia 🗘 🐇 Today 25°C/19°C	Can Tomorrow 24°C/18°C	Friday 26°C/19°C
6 7 8 9 0 1 1 2 3 4 5 10 14 15 10 1 10 1 10 1 10 1 10 1 10 10 11 12 10	Su M Tu W Th F Sa 30 31 1 2 3 4 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Australia bolicays Image: market in the second	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 Calendar	30	31 New Year's	1 New Year's	2	3	4	5
Birthday 6 7 8 9 10 11 12 ISSEMarkation 13 14 15 16 17 18 19 20 21 22 23 24 25 26 Image: Solution and control 29 30 31 1 2 Image: Solution and control 29 30 31 1 2	Australia holidays				-			
13 14 15 16 17 18 19 20 21 22 23 24 25 26 20 21 22 30 31 1 2 20 28 29 30 31 1 2 Image: State Stat	SDS Marketing Calendar.ics	6	7	8	9	10	11	12
20 21 22 23 24 25 26 4ustralia 2 28 29 30 31 1 2 Image: Square Square 29 30 31 1 2 2		13	14	15	16	17	18	19
27 28 29 30 31 1 2 2		20	21	22	23	24	25	26
27 28 29 30 31 1 2 Australia Day □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □								Australia
		27	28 Australia Day	29	30	31	1	2
	S 🖬 x² 🛱 🖓							

6/12-16 CHIPPEN ST, CHIPPENDALE, NSW 2008 HELLO@DISTILAGENCY.COM ABN 12 607 762 729

DISTIL

 Hey presto, your calendar has appeared!
 You can toggle it on/off & change the colour on the left.
 Double click an event to edit the details, including customising/ removing alerts.

6/12-16 CHIPPEN ST, CHIPPENDALE, NSW 2008 HELLO@DISTILAGENCY.COM ABN 12 607 762 729

How to Import the Marketing Calendar to Mac's Calendar App

- 1. Click here to download the calendar
- 2. Open up your Calendar app
- 3. Drag the .ics file onto the calendar like this:

Calendars +			Day Week	Month Year			2 Search
On My Mac Home	January 2	2019					< Today >
Work	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Other Birthdays Siri Found in Apps	23	24	25	26	27	28	29
		31	1 Jan	2	3	4	5
	6	7	8	SDS Marketing 9 Calendar.ics	10	11	12
	13	14	15	16	17	18	19
< February 2019 >	20	21	22	23	24	25	26
S M T W T F S 27 28 29 30 31 1 2 3 4 5 6 Q2 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 3 4 5 27 28 1 2 3 4 5 27 28 1 2	27	28	29	30	31	1 Feb	2

This pop-up will appear. You can sync it to one of your existing calendars, but we recommend selecting New Calendar, as this will enable the marketing calendar to be easily toggled on/off.

Add event					
Adding a new event This calendar contains a new event. Please select a destination calendar:					
·	VVOIK				
	New Calendar	Cancel			

6/12-16 CHIPPEN ST, CHIPPENDALE, NSW 2008 HELLO@DISTILAGENCY.COM ABN 12 607 762 729

DISTIL

4. Click OK and abracadabra, there's your calendar!

You can toggle it on/off & change the colouron the left.

Double click an event to edit the details, including customising/removing alerts.

6/12-16 CHIPPEN ST, CHIPPENDALE, NSW 2008 HELLO@DISTILAGENCY.COM ABN 12 607 762 729

