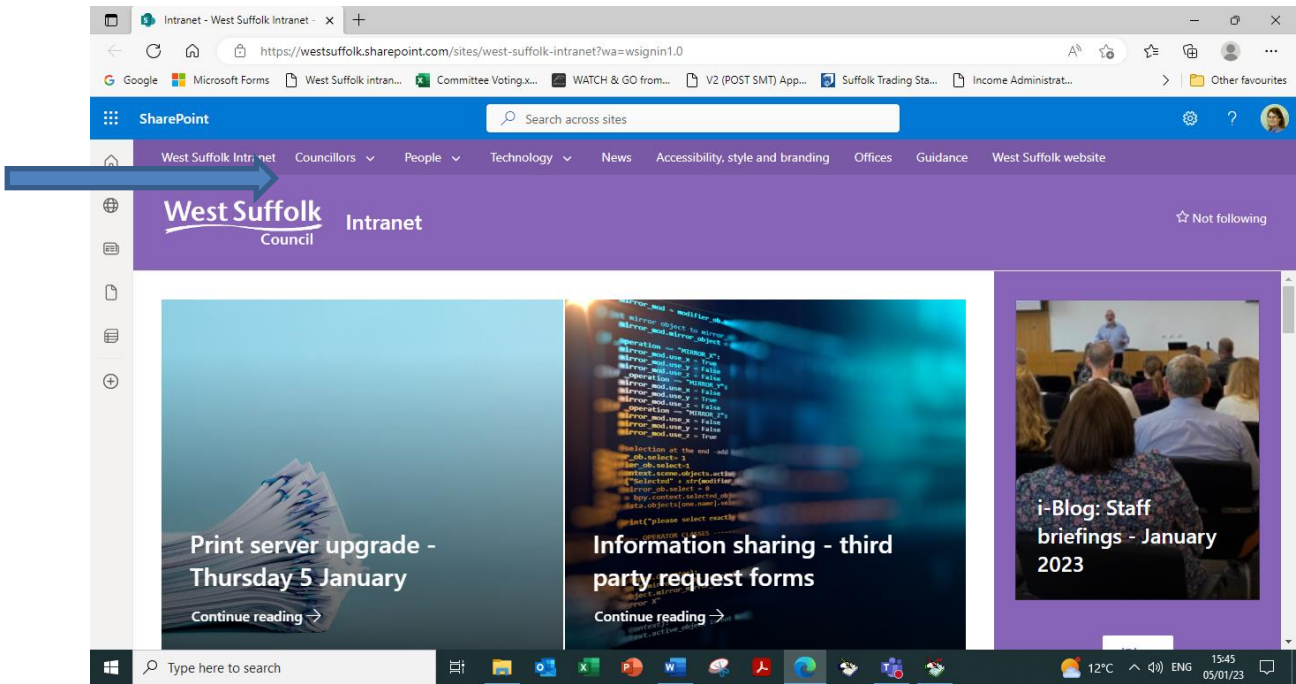


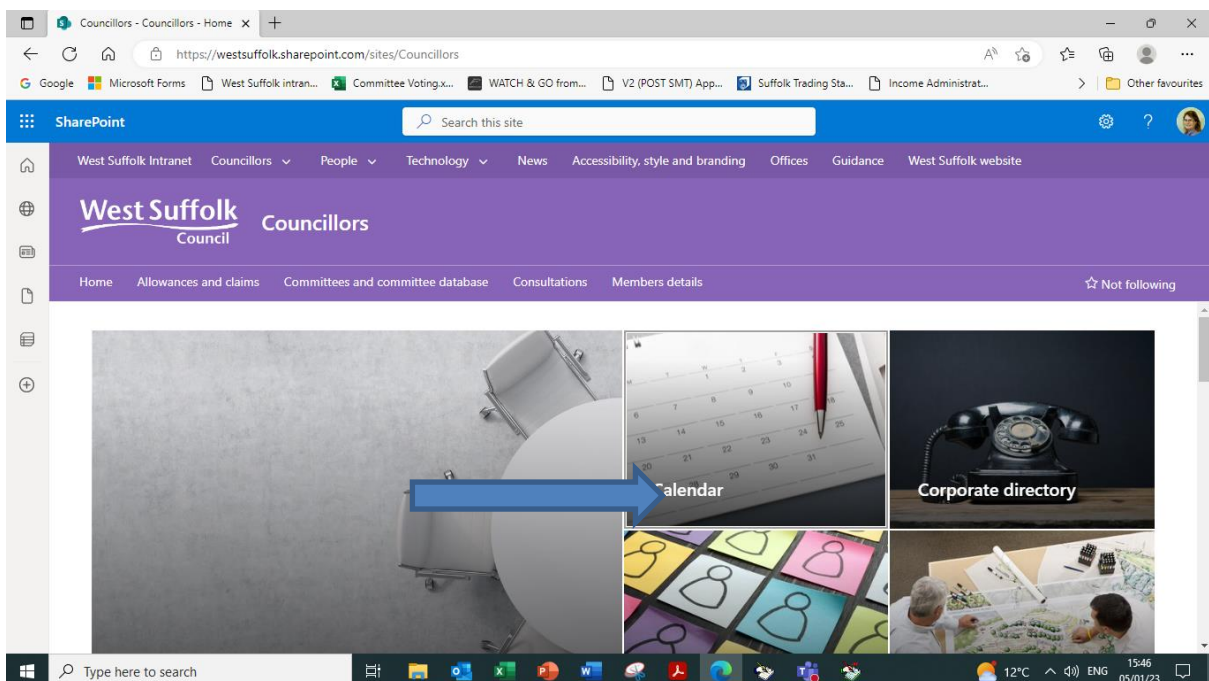
Quick guide

Downloading meeting dates into an Outlook Calendar

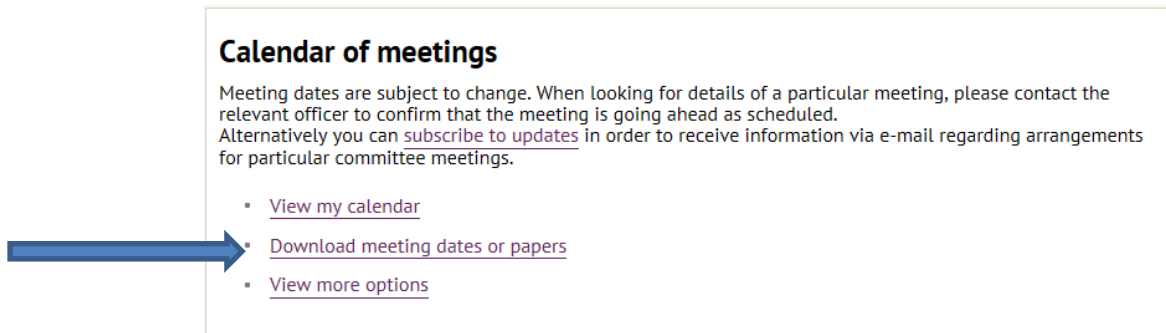
1. On the SharePoint West Suffolk Intranet homepage, - click on 'Councillors', which can be found on the purple row, second from left.



Then click on 'Calendar'



2. Click on 'Download meeting dates or papers'

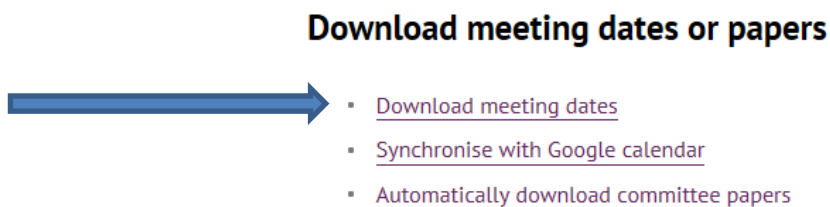


Calendar of meetings

Meeting dates are subject to change. When looking for details of a particular meeting, please contact the relevant officer to confirm that the meeting is going ahead as scheduled. Alternatively you can [subscribe to updates](#) in order to receive information via e-mail regarding arrangements for particular committee meetings.

- [View my calendar](#)
- [Download meeting dates or papers](#)
- [View more options](#)

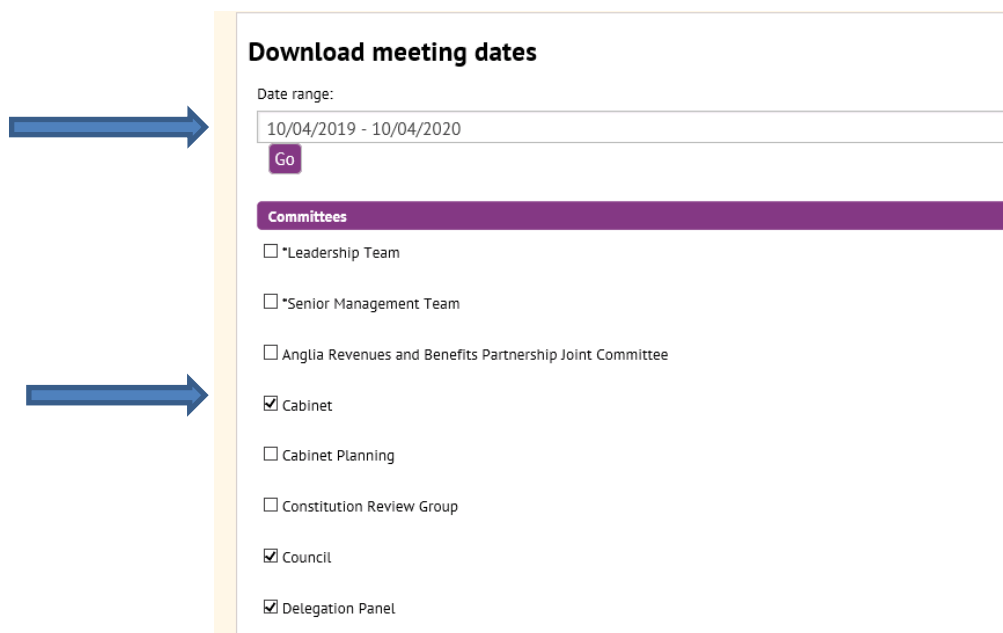
3. Click on 'Download meeting dates'



Download meeting dates or papers

- [Download meeting dates](#)
- [Synchronise with Google calendar](#)
- [Automatically download committee papers](#)

4. Set the date range and tick the relevant committees you want to download meeting dates for.



Download meeting dates

Date range:
10/04/2019 - 10/04/2020
[Go](#)

Committees

- *Leadership Team
- *Senior Management Team
- Anglia Revenues and Benefits Partnership Joint Committee
- Cabinet
- Cabinet Planning
- Constitution Review Group
- Council
- Delegation Panel

...and click on 'Download' at the bottom of the page




[Cancel](#) [Download](#)

5. Select the option to download as a **vCalendar** of meetings (iCalendar is no longer supported on Outlook).

Download meeting dates

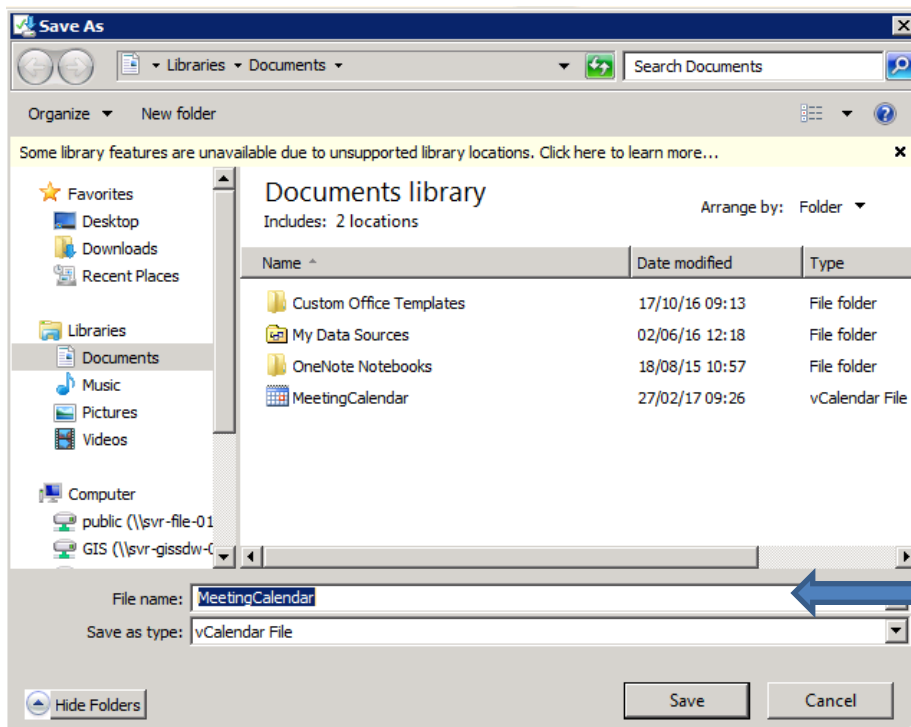
Click one of the following links to download an electronic calendar update file containing meetings for your select committees in the date range 10/04/2019 - 10/04/2020

You have the choice of downloading in either VCS or ICS format, depending on the calendar software you are using. If you are using software released more than 5 years ago, choose the VCS format. Refer to your software documentation if you are unsure which to choose.

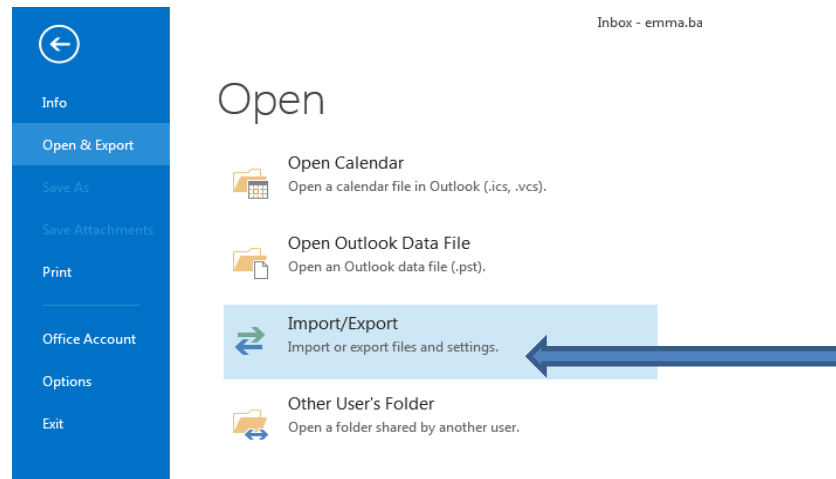
[vCalendar of meetings 10/04/2019 - 10/04/2020](#)  VCS 2KB

[iCalendar of meetings 10/04/2019 - 10/04/2020](#)  ICS 2KB

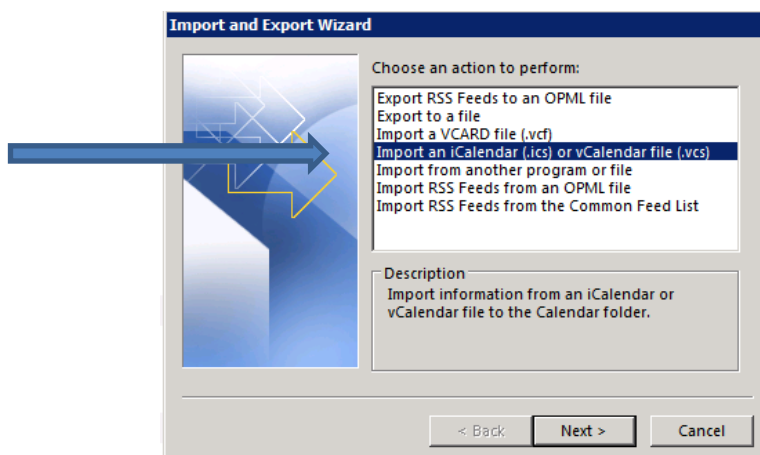
At the bottom of the page, select 'Save As' and save the file as a vCalendar in a folder that suits you. Please do not select the option to open the file straight away, as the meeting dates will automatically download into a separate Outlook calendar.



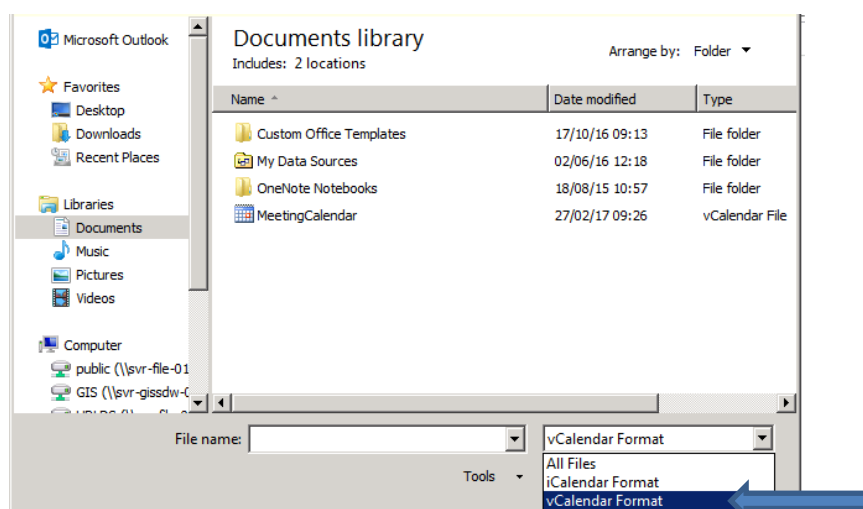
6. Open up Outlook, go to 'File' – 'Open and Export' and select 'Import/Export'



7. Choose 'Import an iCalendar or vCalendar file' and click on 'Next'



8. Navigate to the folder where the calendar was saved, select 'MeetingCalendar' and click 'Open' then 'Import'. You will need to ensure that you have selected the file type 'vCalendar Format' to be able to navigate the file.



9. The meeting dates will now be imported into your Outlook Calendar.