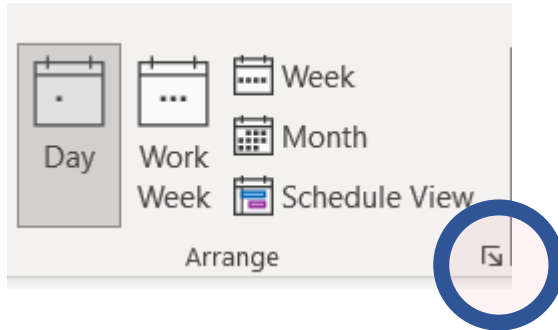


Instructions to Add Holidays to an Outlook Calendar

New Outlook Calendar Add Holidays Instructions

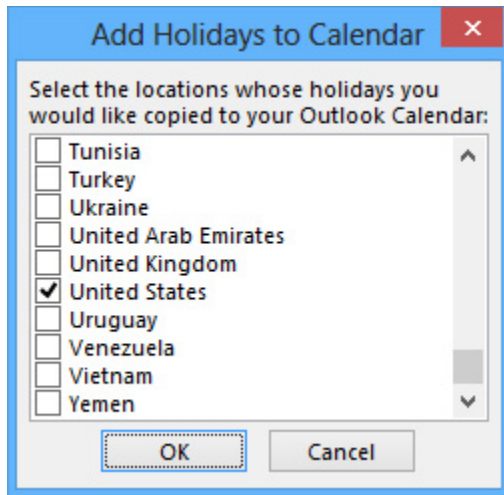
1. Inside your Outlook calendar, click the arrow under “Arrange” on the top menu (circled below).



2. Under **Calendar options**, click **Add Holidays**.

A screenshot of the Outlook 'Calendar options' settings pane. The left sidebar shows 'Calendar' selected. The main pane has sections for 'Work time' and 'Calendar options'. In the 'Calendar options' section, the 'Add Holidays...' button is highlighted with a blue box. A blue callout box with the text 'Click Add Holidays' and an arrow points to this button. Other settings include 'Add online meeting to all meetings', 'Default duration for new appointments and meetings', and 'Default reminders'.

3. Check the box for each country whose holidays you want to add to your calendar, and then select **OK**.



If a country's or region's holidays are already added to your calendar, the box for the country is checked in the **Add Holidays to Calendar** dialog box. If you select **OK**, the holidays are added, and duplicates are created.

Link to instructions: [Microsoft's Instructions to add holidays to your calendar in Outlook](#)

Other Resources:

[List of Federal Holidays](#)

[List of Maryland State Employee Holidays](#)