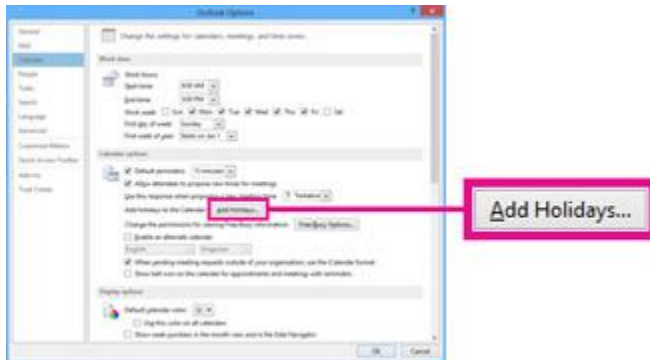**Outlook - Calendar: Customize Calendar**

**Add holidays to your calendar**

When you first use Outlook, there aren't any holidays on the Calendar. But you can add holidays for one or more countries.

**Add Holidays**

1. Click **File** > **Options** > **Calendar**.
2. Under **Calendar options**, click **Add Holidays**.



3. Check the box for each country whose holidays you want to add to your calendar, and then click **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 click **OK**, the holidays are added and duplicates are created.

**Notes:**

▪ The holiday information provided in Outlook for Microsoft 365, Outlook 2019, and Outlook 2016 includes Gregorian calendar years 2016-2026. If you're using a non-Gregorian calendar, holidays that occur during the same time period are included.

## Outlook - Calendar: Customize Calendar

- If you have installed one of these Outlook versions but aren't seeing holiday dates through the year 2026, you may need to delete any existing holiday information from your calendar using the steps below, then ensure you've installed the latest updates for Outlook and re-add the holidays to your calendar.

**Delete holidays**

- From your Calendar, choose **View** > **Change View** > **List**.
- In the **Arrangement** group, choose **Categories**. This will sort all of your events by category.
- Scroll through the list of events until you see the **Holidays** category.
- Select one or more holidays. Holidays are sorted by location, which arranges all holidays by country. Once you've selected the holidays you want to delete, choose **Home** > **Delete**.
- To return to your normal Calendar view, choose **View** > **Change View** > **Calendar**.

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### Export an Outlook calendar to Google Calendar

When you export your Outlook calendar to Google Calendar, you're exporting a snapshot of the calendar. Any changes you make to your Outlook calendar won't automatically be reflected in Google Calendar.

**Export your calendar from Outlook**

1. In Outlook, open the **Calendar**, and select the calendar you want to export.
2. Click **File** > **Save Calendar**.
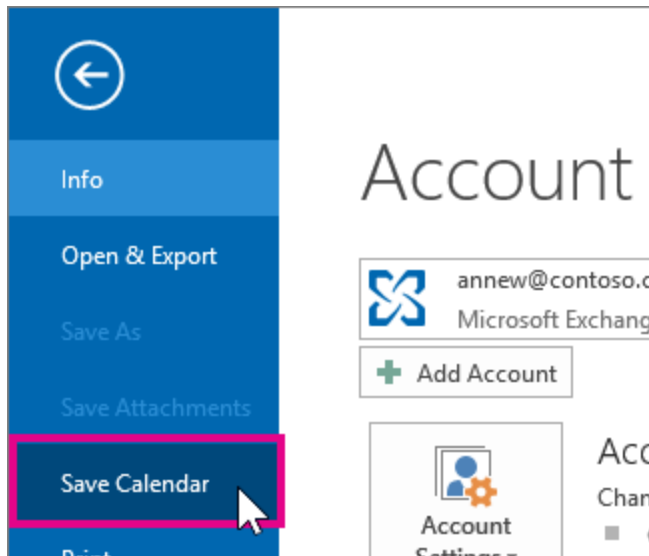


3. Use the default name or type a name for the iCalendar file in the **File name** box.

## Outlook - Calendar: Customize Calendar

You'll see a summary showing the calendar name, date range, and detail level next to **More Options**. If you're satisfied with the summary, jump to step 7, otherwise continue with step 4.

4. Click **More Options**.
5. Click the **Date Range** arrow, and choose the amount of calendar data you want to include in the iCalendar file or click **Specify dates** to enter a custom date range.

   **Tip:** If you choose a large date range or select **Whole calendar**, you might create a large iCalendar file, which can take a while to generate.
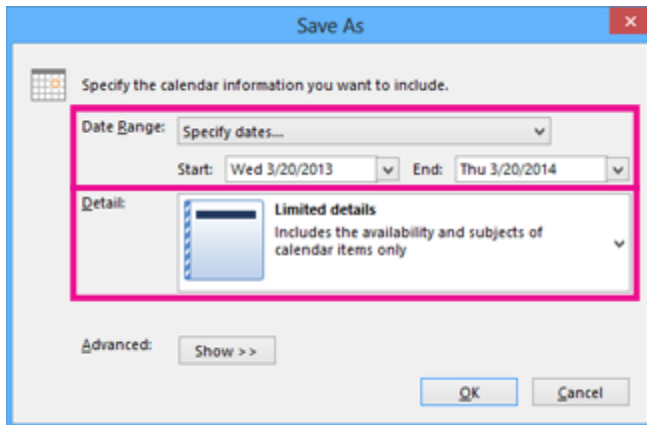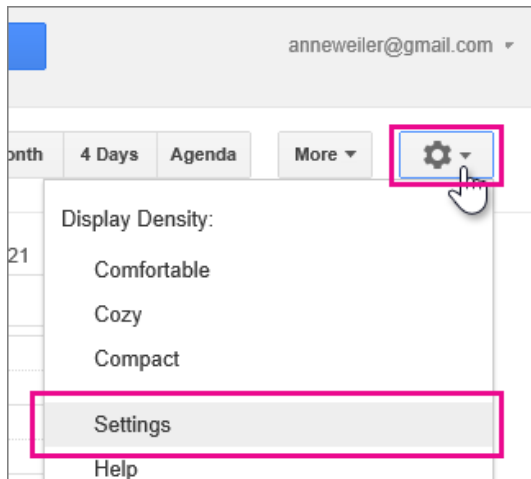


6. Click the **Detail** arrow and, choose the amount of detail you want to show.
7. Click **OK**, and then click **Save**.

If your calendar is empty, you'll see a message giving you the option to cancel saving the iCalendar file.

**Import the calendar into Google Calendar**

1. Log onto your Google Calendar account.
2. At the top of the page, click the **Settings** wheel **> Settings**.
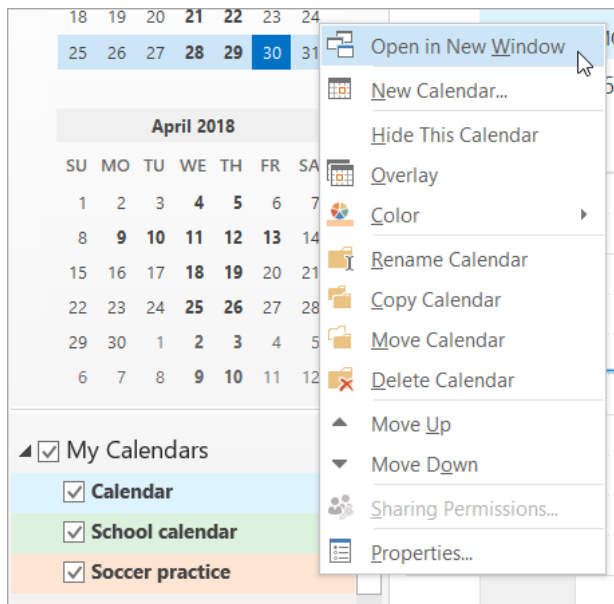
## Outlook - Calendar: Customize Calendar

3. Along the left side of the screen, select **Import & export**.

4. Click **Select file from your computer**.

5. Pick the file that you created when you exported your calendar from Outlook, and then click **Open**.

6. If you have multiple Google calendars, use the Add to calendar drop-down box to pick the calendar you want to receive your imported items, and then click **Import**.

7. Click the back arrow at the top, left corner of the screen to return to your calendar.

### View multiple calendars at the same time

You can see multiple calendars at the same time side-by-side or combined into a stacked overlay view to help you see availability across calendars.

**Open a calendar in a new window**

1. In **Calendar**, in the **Navigation Pane**, right-click the name of the calendar that you want to view.

2. Click **Open in New Window**.



**Open a calendar in side-by-side view**

- In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to the calendar that already appears.
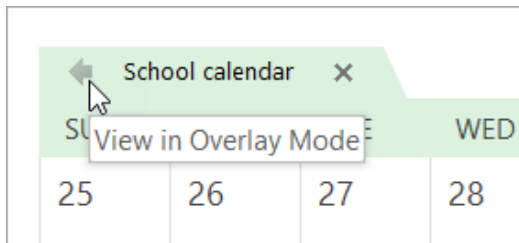
## Outlook - Calendar: Customize Calendar



**Overlay the calendars**

1. In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to calendar that is already displayed. Each successive calendar opens next to the one most recently opened.

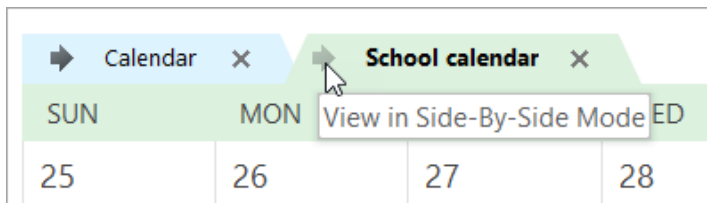2. On the calendar tab, click **View in Overlay Mode**.



That calendar is now in overlay mode with the one you opened first — usually your default calendar.

3. To add another calendar to the overlay, repeat step 2.

**Remove a calendar from the overlay stack**

1. In **Calendar**, on the tab of the calendar that you want to remove from the overlay stack, click **View in Side-by-Side Mode**.



The tab moves back to the right. The calendar that you selected no longer appears in overlay mode.

2. To remove a calendar from view, clear its check box in the Navigation Pane or click **Close** on the calendar tab.

For more information, please refer to the Microsoft training resource page [HERE](HERE)