CHURCH PENSION GROUP
Passionate About Our Purpose

Liturgical eCalendar Installation Notes

Thank you for downloading the Liturgical eCalendar from Church Pension Group. Please read the following instructions to get started.

The Liturgical eCalendar is intended to work with standards-compliant calendar programs such as Microsoft Outlook, Google Calendar, and Apple's Calendar app (formerly iCal). It is not a standalone application; it requires an existing calendar program that supports the ICS standard.

The calendars are available as zip files that need to be extracted before use. On Windows, right-click the zip file and choose Extract All. On Mac, double-click the file to extract it.

Installation Instructions

Import to Outlook (New Outlook or Outlook on the Web)

1. Open Outlook and select Calendar.
2. In the left navigation pane, select Add Calendar.
3. Select Import ICS
4. Choose Upload from file.
5. Click Browse and select the .ics calendar file from your computer.
6. Choose the calendar where you want the events added.
7. Click Import.
8. The events will be added to your Outlook calendar.

Import to Outlook (Classic Outlook Interface)

1. Open Classic Outlook.
2. Click File in the upper left corner.
3. Select Open & Export.
4. Click Import/Export.
5. Choose Import an iCalendar (.ics) and click Next.
6. Browse to and select the .ics file on your computer.
7. Click OK and choose Import to add the events to your existing Outlook calendar.
8. The events will be added to your Outlook Calendar.

Import to Google Calendar

1. Open Google Calendar in your web browser.
2. On the left side, find Other calendars.
3. Click the + (plus) sign next to Other calendars.
4. Select Import.
5. Click Select file from your computer.
6. Choose the .ics file you want to import.
7. Select the Google calendar where you want the events added.
8. Click Import.
9. Wait for the confirmation message. The events will be added to the selected calendar.

Import to Apple Calendar (Mac)

1. Open the Calendar app on your Mac.
2. In the top menu, click File.
3. Select Import.
4. Browse to and select the .ics file.
5. Click Import.
6. Choose the calendar where you want the events added (for example, your iCloud calendar or a local calendar).
7. Click OK or Import to confirm.
8. The events will be added to the selected calendar.

Import to an iPhone or iPad

1. Save the .ics file to your iPhone or iPad (for example, from Mail, Files, or Safari).
2. Tap the .ics file to open it.
3. Follow the on-screen prompts to add the calendar events.
4. If prompted, select the calendar to which you want to add the events.
5. Tap Add or Done to import the events.
6. Open the Calendar app to verify the events were added.