

## Rhonda Hodgdon

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### WEEK #8

#### How can I easily add holidays to my outlook calendar ?

**Answer:**

We can add holidays to our Outlook calendar from virtually any country in the world by doing the following:

1. On the **Tools** menu, click **Options**, and then click **Calendar Options**.
2. Under **Calendar options**, click **Add Holidays**.
3. Select the check box next to each country/region whose holidays you want to add to your calendar, and then click **OK**.

If you know someone who would like to receive these tips, have them sign up up [www.computerfixlady.com/Tip.html](http://www.computerfixlady.com/Tip.html)