



INSTRUCTIONS FOR DOWNLOADING .ZIP FILES:

The file is in .zip format. A ZIP file uses the .zip file extension and is used to compress multiple files into one folder.

- » For Windows users, if you have purchased a ZIP file, the first step is to save the zip file to your computer and then navigate to your folder. To unzip the file, you will have to right-click on the folder and select “extract.”
- » For Mac users, if you have purchased a ZIP file, the first step is to save the zip file to your computer and then navigate to your folder. To unzip the file, you will have to double-click the file you wish to unzip. Your files will be unzipped into the same folder as the original ZIP file.
- » For Linux users, save the file and select open from your documents window. Users can also open a shell prompt, or terminal screen and unzip the file manually.

Troubleshooting: It is recommended to use a web search (i.e. How to open .zip files), or search your computer’s help documents for answers to questions about extracting .zip file contents.

INSTRUCTIONS FOR IMPORTING FILES:

IMPORTANT NOTE: Before importing E-Ordo into your calendar, we recommend that you back up your calendar data.

Instructions for importing .ics files: Be sure to check your calendar application and its help file regarding specific instructions for importing .ics or .vcs files.

IMPORTANT NOTE: Some calendars do not import iCalendar (.ics) files. Before downloading E-Ordo, refer to the documentation or tech support for your calendar. For some commonly used calendars, you may refer to the links below.

SOME HELPFUL LINKS:

Google Calendar Instructions: [Import .ics into Google Calendar](#)

Apple iCal Instructions: [\(Video\) Import .ics calendar file into iCal](#)

Microsoft Outlook 2007-2010: [Import .ics calendar file into Outlook](#)

Microsoft Outlook 2011: [Import .ics calendar file into Outlook](#)

Check the HELP menu of your calendar application for specific instructions for your application, and version.

