



Universiteit
Leiden

User guide

Adding or Removing Holidays

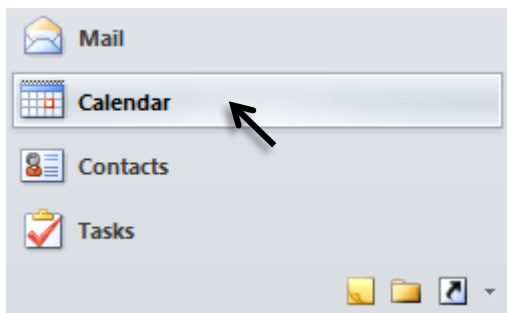


Introduction

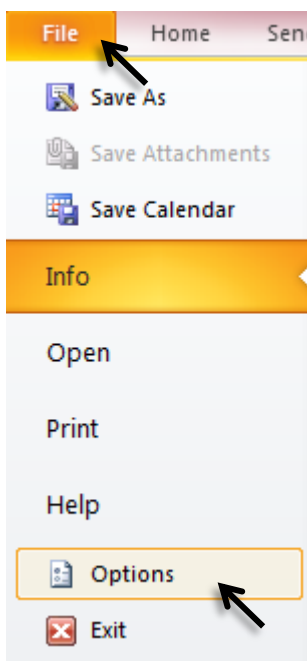
This user guide, describes how to add or remove holidays from your Outlook calendar. If you have never added holidays at your NUWS workplace before, then only proceed with the steps “Adding Holidays”.

Adding Holidays

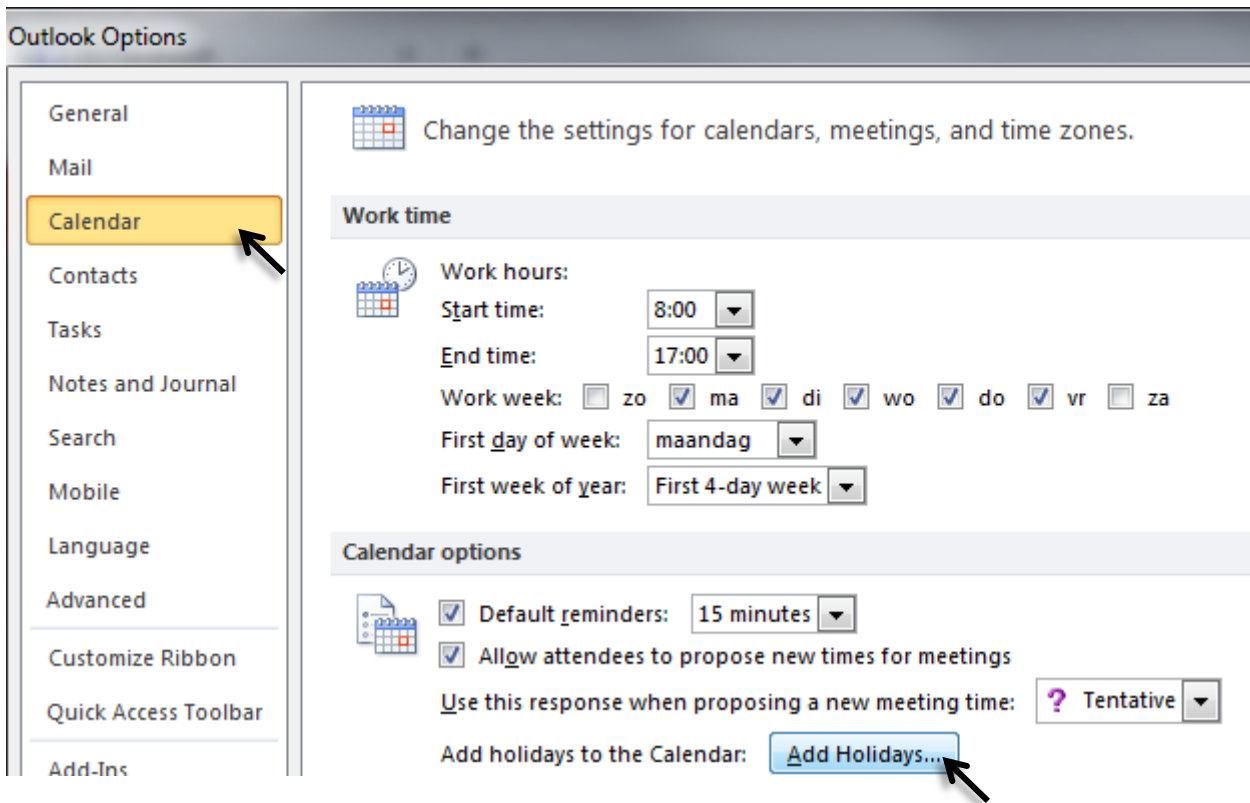
1) In the Outlook window, click on the "**Calendar**" item at the bottom-left corner of the screen.



2) Now click on “**File**” at the top left of the menu and then click on “**Options**”.



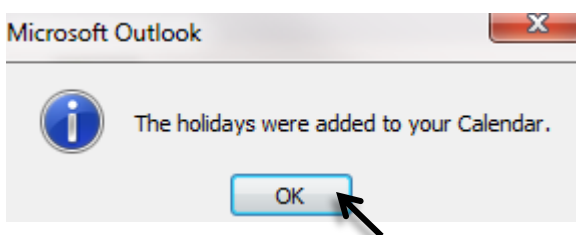
3) A new window appears. Select “Calendar” and then “Add Holidays”.



4) Select the preferred country whose holidays you would like to import and then click “OK”.



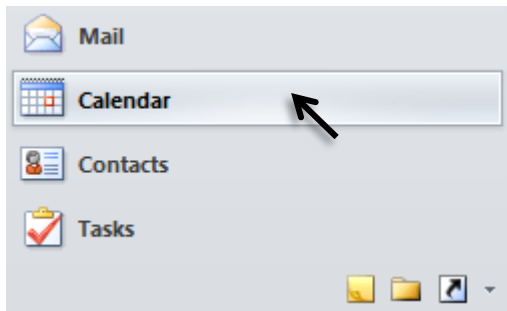
5) Select “OK” and then again “OK”.



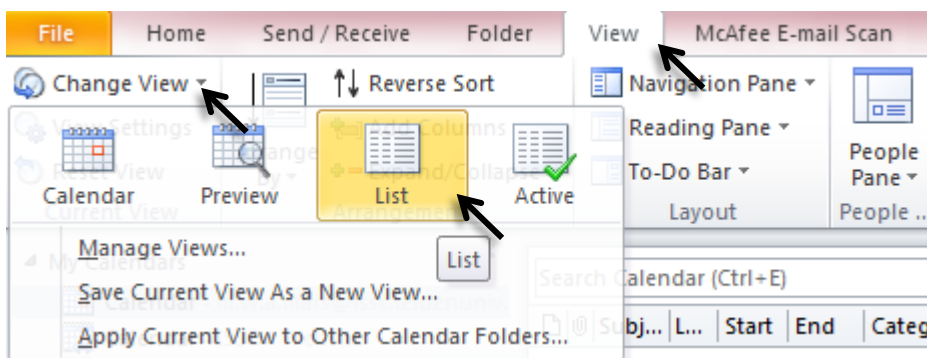
Removing Holidays

You might need to remove holidays, if you already imported holidays before into your Outlook calendar. Please follow the steps below to remove them.

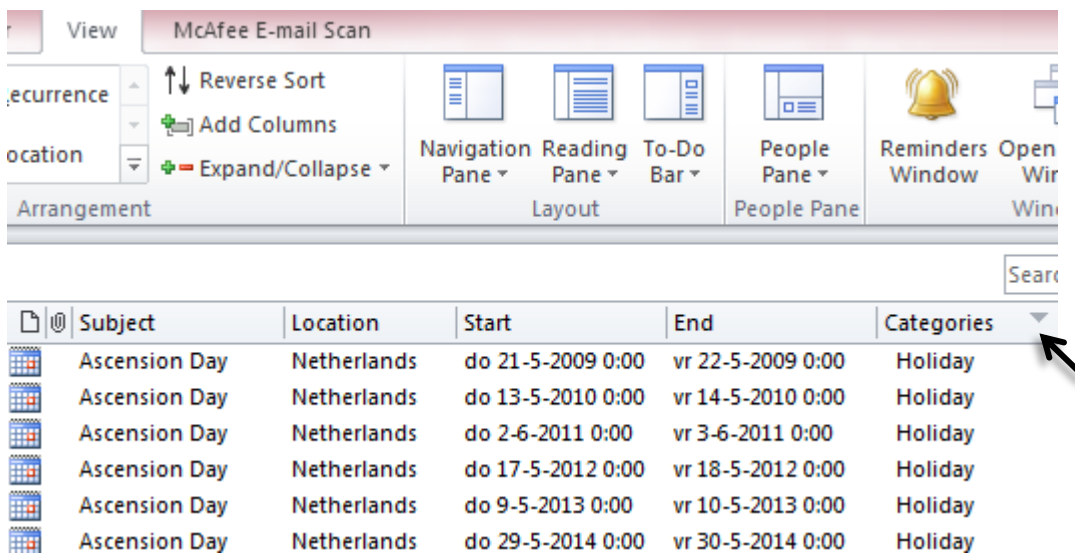
1) In the Outlook window, click on the "**Calendar**" item at the bottom-left corner of the screen.



2) Click in the top menu on "**View**", then click "**Change View**" and select "**List**".



3) An overview of will be presented of your calendar items, including the holidays.
Please sort on the categories.



You may remove holidays per item or remove them all in once by selecting multiple items and then **<Delete>**.

4) In order to set the view of your calendar to default, click on “**Change View**” and then “**Calendar**”.

