

Outlook can add holidays for different locations (countries) to your calendar. Holidays are added to your calendar as “all day events”.

Please be aware it adds ALL the holidays for a country. For example, in Canada it will add holidays for all Provinces, not just British Columbia. After adding holidays you can delete specific holidays that may not apply to you (e.g. St George's Day in Newfoundland and Labrador).

Adding Holidays

Click on the **File** tab, select **Options**

Select **Calendar**

Under Calendar Options, click on the **Add Holidays** button

The screenshot shows the 'Calendar options' dialog box. The 'Add holidays to the Calendar' section is highlighted with a red circle, containing the 'Add Holidays...' button. Other visible options include:

- Default reminders: 15 minutes
- Allow attendees to propose new times for meetings
- Use this response when proposing a new meeting time: Tentative
- Change the permissions for viewing Free/Busy information: Free/Busy Options...
- Enable an alternate calendar
- English (dropdown) | Gregorian (dropdown)
- When sending meeting requests outside of your organization, use the iCalendar format
- Show bell icon on the calendar for appointments and meetings with reminders

You may find that United States is selected by default. Deselect the United States and scroll through the list and select Canada.

Click on **OK**.

The Canadian holidays will be added to your calendar. Once complete, click on **OK**.

Click on **OK** twice to exit from the Outlook Options window.

All holidays are added as all day events which appear at the top of each day.