Outlook 2011 for Mac
Adding Holidays to your Calendar

1. On the top of your screen click **File** and select **Import** on the drop down menu.

2. In the new window select **Holidays**.
3. Check the box for the **United States** (and any other country, if you want).

![Image of import holidays selection]

Click the right arrow to continue.

4. Click on **Finish**.

![Image of import complete]

Outlook has finished importing data from your application. To start using Outlook, click Finish.

Your calendar should now have all official national holidays.