

Adding public holidays to your Calendar

CA08

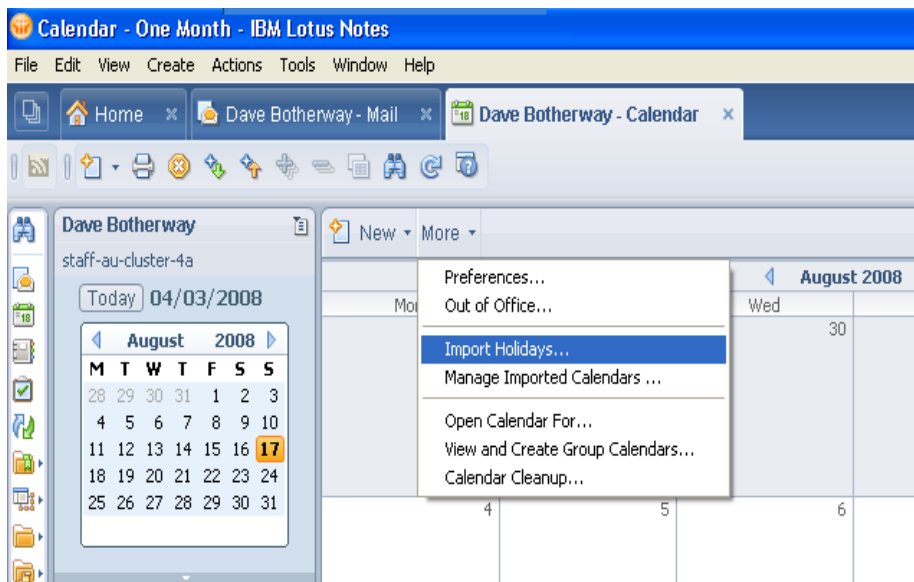
Public holidays can be easily imported into your Calendar, with specific Monash variations (such as the addition of Easter Tuesday, and not Queens Birthday) included in the Australian set.

Some dates, such as Good Friday, will mark you as unavailable.

Adding public holidays

To add public holidays, follow these steps.

1. Open the **Calendar** tab.
2. Click the **More** button in the **Actions Bar**.
3. Click **Import Holidays**.



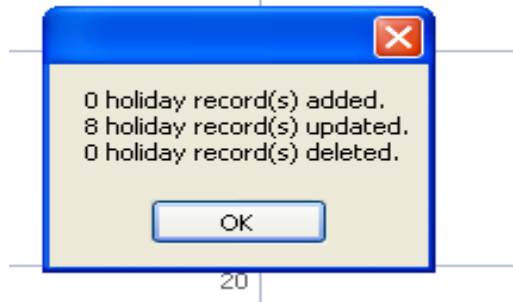
4. Select the Country (usually **Australia**) and **Monash Uni**.



Tip: Multiple Countries can be selected when adding public holidays.

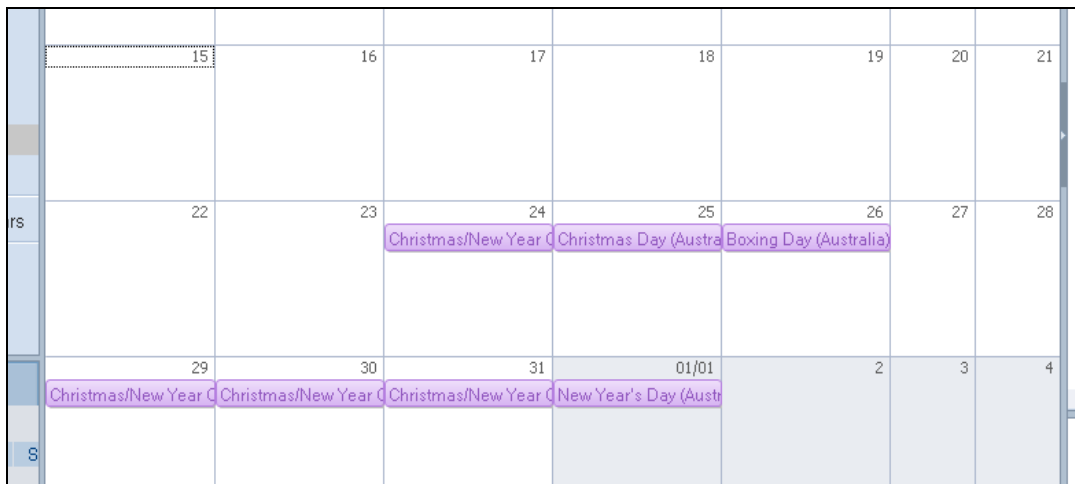
5. Click **OK**.

6. Notes will then display the number of records added / updated / deleted.



7. Click **OK** to complete task.

8. Public holidays and University semester dates will then display as purple notes in your Calendar. Those public holidays that are not University holidays will display 'Not Uni holiday' next to the note.



Tip: If some entries are not applicable to you, they can be edited or deleted.