Instructions to Add Holidays to an Outlook Calendar

New Outlook Calendar Add Holidays Instructions

1. Inside your Outlook calendar, click the arrow under "Arrange" on the top menu (circled below).



2. Under Calendar options, click Add Holidays.

Calendar Calendar Groups People Tasks Search Language Accessibility Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center One hour or longer: One hour or longer: Is minutes • Is minutes • Is male an alternate calendar <th>General Mail</th> <th>Change the settings for calendars, meetings, and time zones.</th> <th></th>	General Mail	Change the settings for calendars, meetings, and time zones.	
Groups Work hours: People Start time: 730 AM ♥ Tasks End time: 430 PM ♥ Search Work week: Sun ♥ Mon ♥ Tue ● Wed ● Thu ● Fri ● Sat Language First gay of week: Sunday ♥ Accessibility Advanced Customize Ribbon Quick Access Toolbar Add-ins Default duration for new appointments and meetings: Mone ♥ Trust Center Ø Add online meeting to all meetings for meetings Ø Default geminders: 10 minutes ♥ Ø Default geminders: 10 minutes ♥	Calendar	Work time	
Change the permissions for viewing Free/Busy information: Free/Busy Options Other Free/Busy Enable an alternate calendar Free/Busy Options Other Free/Busy	Mail Calendar Groups People Tasks Search Language Accessibility Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Work time Work time Work hours: Start time: 7:30 AM • End time: 4:30 PM • Work week: Sun • Mon • Tue • Wed • Thu • Fri • Sat First day of week: Sunday • First week of year: Starts on Jan 1 • Calendar options • Add online meeting to all meetings Meeting Providers Default duration for new appointments and meetings: 30 minutes • • Shorten appointments and meetings: 30 minutes • • Shorten appointments and meetings: 30 minutes • • Default duration for new appointments and meetings: • Shorten appointments and meetings: • Default geminders: 15 minutes • • Default geminders: 15 minutes • • Default geminders: 15 minutes • • Allgw attendees to propose new times for meetings • Meeting Providers • Click Add Holidays to the Calendar: Add Holidays	
		Change the permissions for viewing Free/Busy information: Free/Busy Options Other Free/Busy	

3. Check the box for each country whose holidays you want to add to your calendar, and then select **OK**.

Add Holidays to Calendar	×		
Select the locations whose holidays you would like copied to your Outlook Calendar:			
 ☐ Tunisia ☐ Turkey ☐ Ukraine ☐ United Arab Emirates ☐ United Kingdom ✔ United States ☐ Uruguay ↓ Venezuela ↓ Vietnam ↓ Yemen 	*		
OK Cancel			

If a country's or region's holidays are already added to your calendar, the box for the country is checked in the Add Holidays to Calendar dialog box. If you select OK, the holidays are added, and duplicates are created.

Link to instructions: Microsoft's Instructions to add holidays to your calendar in Outlook

Other Resources:

List of Federal Holidays

List of Maryland State Employee Holidays