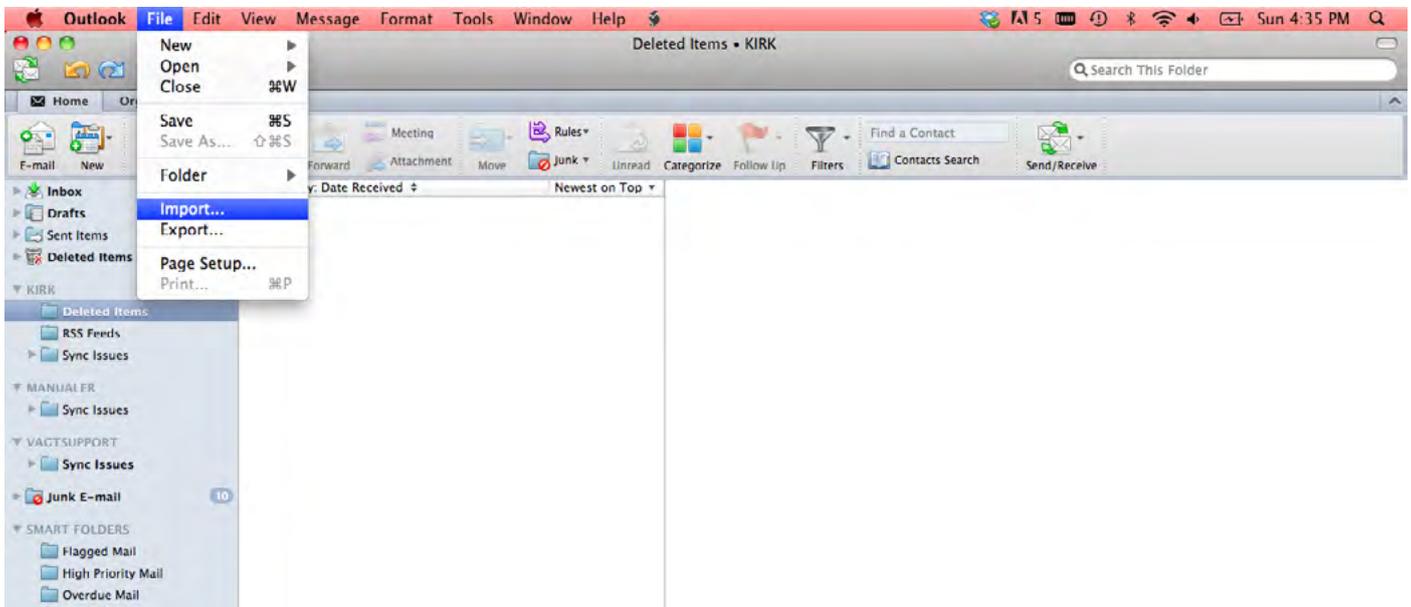
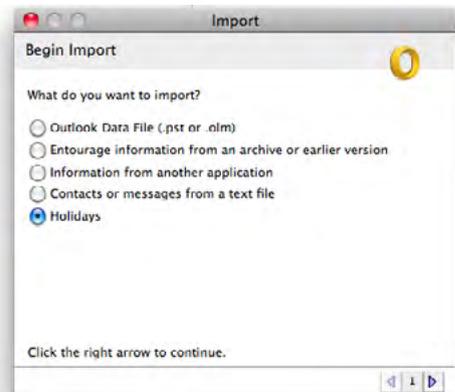


# IMPORT HOLIDAYS OUTLOOK 2011



Outlook allows you to import holidays from a number of different countries. This guide will show you how to import holidays to your calendar using Danish holidays as an example.

Start by opening Outlook 2011, then choose 'File' in the upper menu. In the drop down menu, choose 'Import...'



In the window that appears, choose 'Holidays'.

Then click the arrow to the right at the bottom of the window.



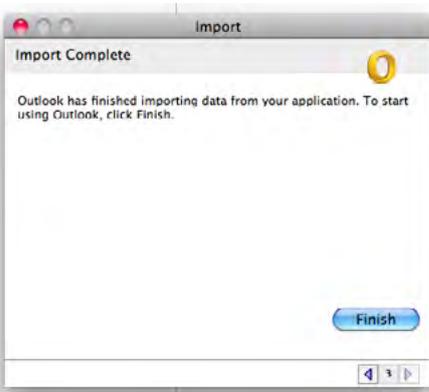
This will give you a list of countries whose holidays you can choose to import to your calendar.

Scroll down to the country in question, check the field and click the arrow to the right.

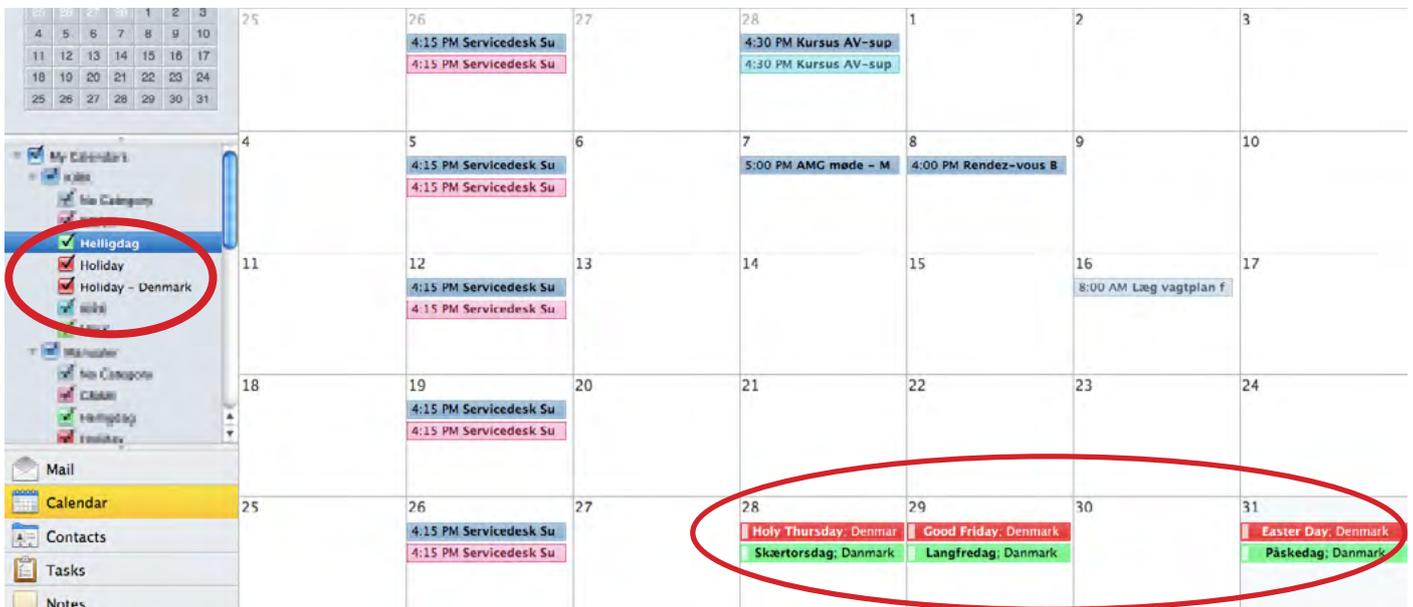


You will now receive a message saying that the holidays have been added to your calendar.

Click 'OK'.



Exit the import by clicking 'Finish'.



You can now go to your calendar and see the holidays that you have imported.

Choose 'Calendar' in the left menu and forward to the following holiday to see an example. Switching to Month view in the pane, ie. the upper menu, might be useful.

The language used to display the holidays will often depend

on the language settings in Outlook 2011. If you wish to change the Outlook language settings, it may be necessary to install an additional language pack.

If you have trouble displaying the holidays in your calendar, make sure that 'Holiday' is checked in the left menu as shown in the picture above.

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#### ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

#### ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO  
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