

# Staff Diversity Diary 2016/17 - Electronic

This year you can also download the diary information to your online calendar. The instructions below refer to Outlook 2016 but a similar process will apply to other Calendar software.

1. Save the ICS file to your computer from the diary page at <http://www.equalitynetwork.co.uk/>
2. Launch calendar, click 'File' and select 'Open + Export'
3. Select 'Import / Export'
4. Select 'Import an iCalendar (or .ics file)' and choose the file you have just saved
5. Select 'Open as New' unless you wish to merge with your existing calendar. You will have opportunity to select entries you wish to copy over to your main calendar.

Please note this version includes all of the diary guidance, not just equality dates. Entries are logged as 'All Day Event' so should not interfere with your schedule, unless you wish to amend and, for example, set your own reminders.

This resource is brought to you via a partnership with the FE Providers' Equality Network and Pinnacle Training Solutions Limited. We would like to acknowledge the support of the [Mental Health and Further Education](#) (MHFE) and [The Department for Education](#) (DfE) although the content does not necessarily reflect their views or opinions.



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Please note: Faith date information is taken from the BBC iWonder facility. Some organisation-lead events may be subject to change. Some dates subject to regional differences.