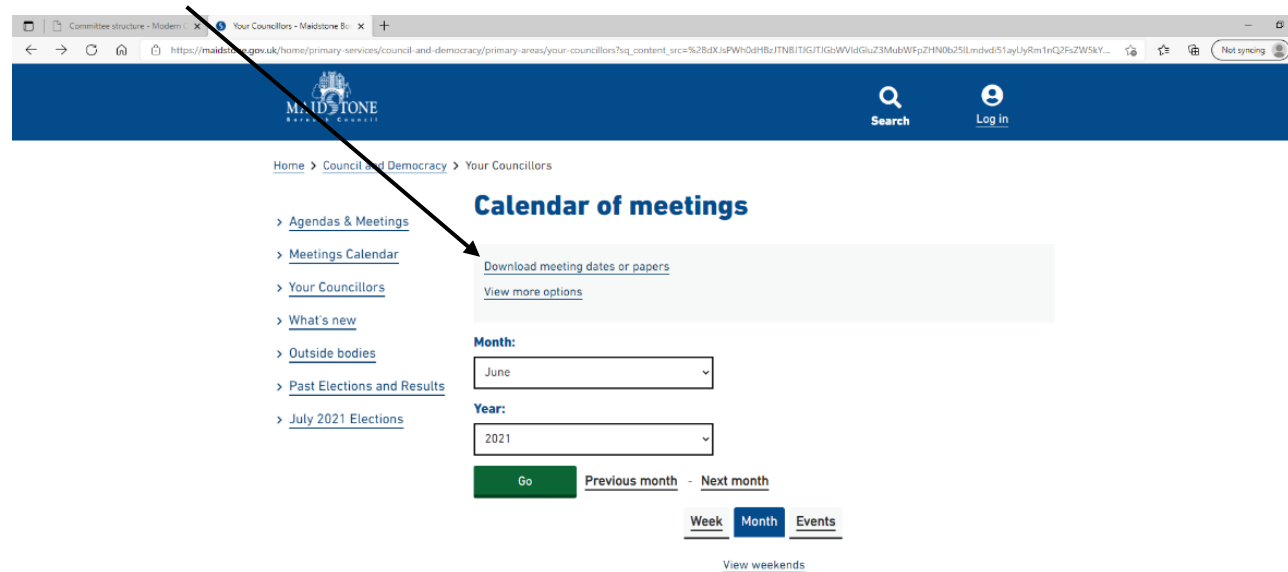


MEETINGS CALENDER DOWNLOAD

Step 1 - Have your Outlook/Email calendar open.

Step 2 - Go onto the [Home - Maidstone Borough Council](#) website and complete the following:

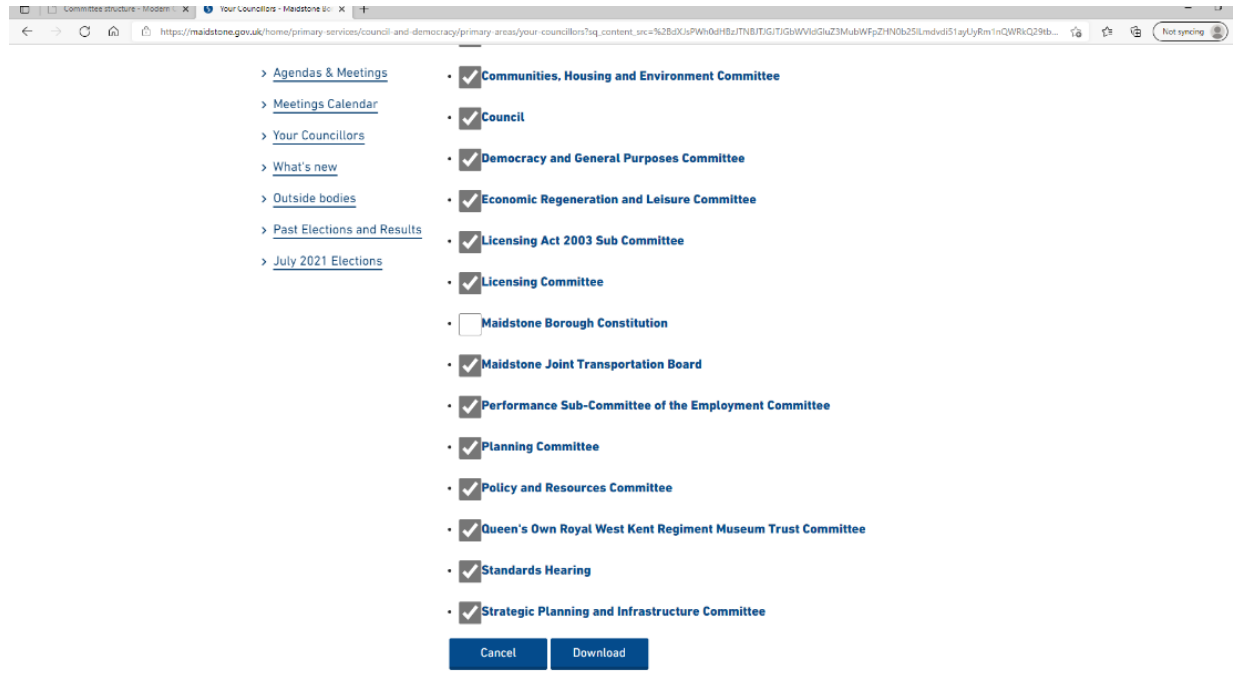
- Click on 'Council and Democracy' – shown on homepage,
- Click on 'Meetings, Minutes & Agendas'
- Click on 'Meetings Calendar'
- Click 'Download meeting dates or papers' – this is shown underneath the 'Calendar of Meetings' Header. This will take you to the next webpage.



Step 3 – Selecting Meeting Dates to download

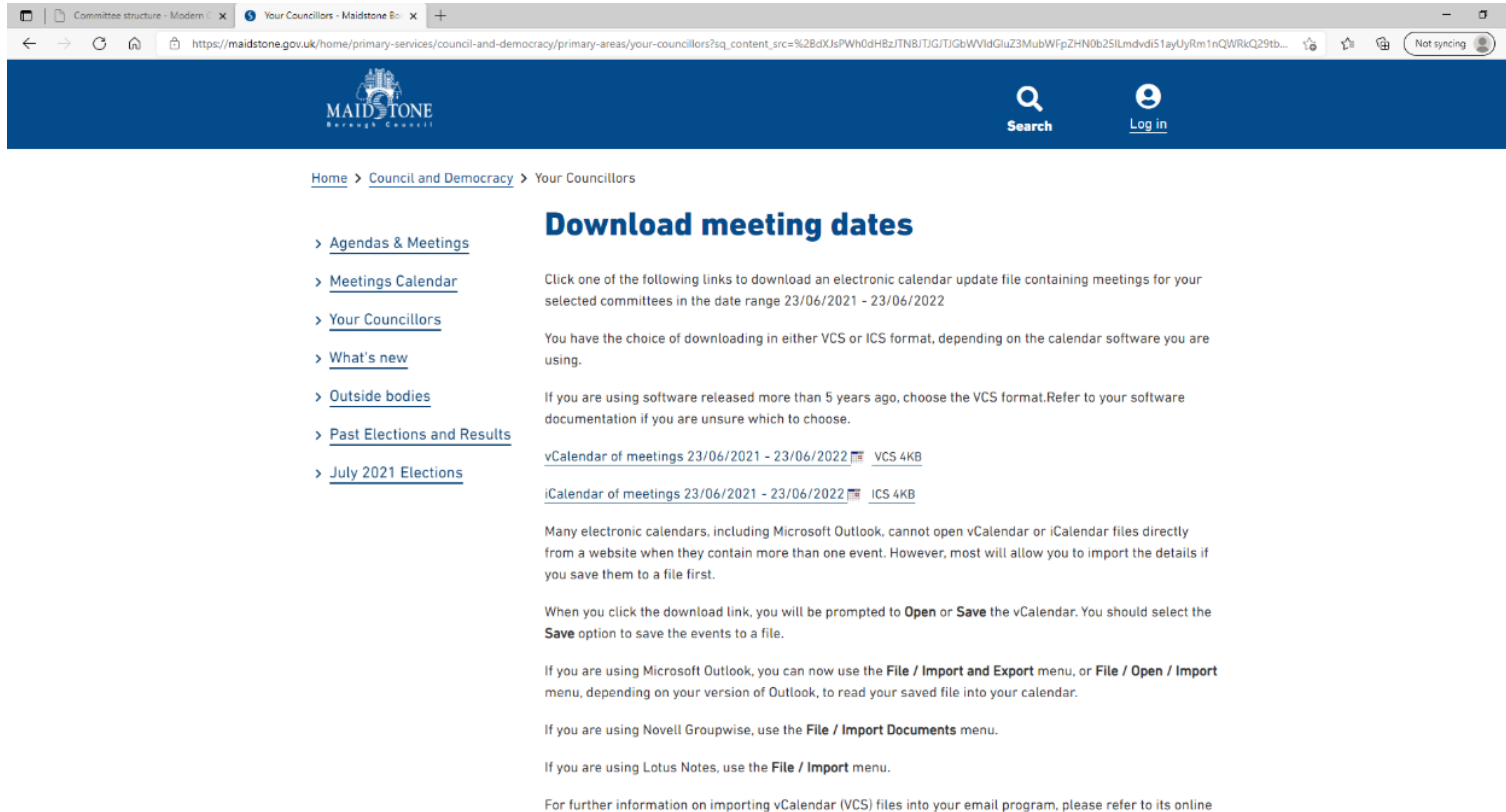
- Click 'download meeting dates'
- You will then see a page of Committees; tick the box for each Committee that you would like to know the meeting dates of (excluding the Maidstone Borough Constitution – this has no meetings).

- After this, scroll down to the bottom of the internet page and click 'Download'



Step 4 – Download Meeting Dates

You will then see the below screen:



The screenshot shows a web browser window displaying the Maidstone Council website. The page title is "Download meeting dates". The breadcrumb navigation is "Home > Council and Democracy > Your Councillors". The left sidebar contains a menu with the following items: "Agendas & Meetings", "Meetings Calendar", "Your Councillors", "What's new", "Outside bodies", "Past Elections and Results", and "July 2021 Elections". The main content area has the heading "Download meeting dates" and the following text: "Click one of the following links to download an electronic calendar update file containing meetings for your selected committees in the date range 23/06/2021 - 23/06/2022". Below this, it states: "You have the choice of downloading in either VCS or ICS format, depending on the calendar software you are using." It then provides instructions: "If you are using software released more than 5 years ago, choose the VCS format. Refer to your software documentation if you are unsure which to choose." Two download links are provided: "vCalendar of meetings 23/06/2021 - 23/06/2022" (4KB) and "iCalendar of meetings 23/06/2021 - 23/06/2022" (4KB). Below the links, it explains: "Many electronic calendars, including Microsoft Outlook, cannot open vCalendar or iCalendar files directly from a website when they contain more than one event. However, most will allow you to import the details if you save them to a file first." It then instructs: "When you click the download link, you will be prompted to **Open** or **Save** the vCalendar. You should select the **Save** option to save the events to a file." It also provides instructions for Microsoft Outlook, Novell Groupwise, and Lotus Notes.

You then need to choose either the vCalendar or iCalendar. vCalendar is for windows devices, and iCalendar is for apple devices more than 5 years old.

- Click on the relevant Calendar – once you do so it will be highlighted in yellow
- The file may open automatically (depending on what browser you use to download the document) – if the Option appears click 'Open'
- The calendar should automatically appear in your outlook calendar – this may take a moment.

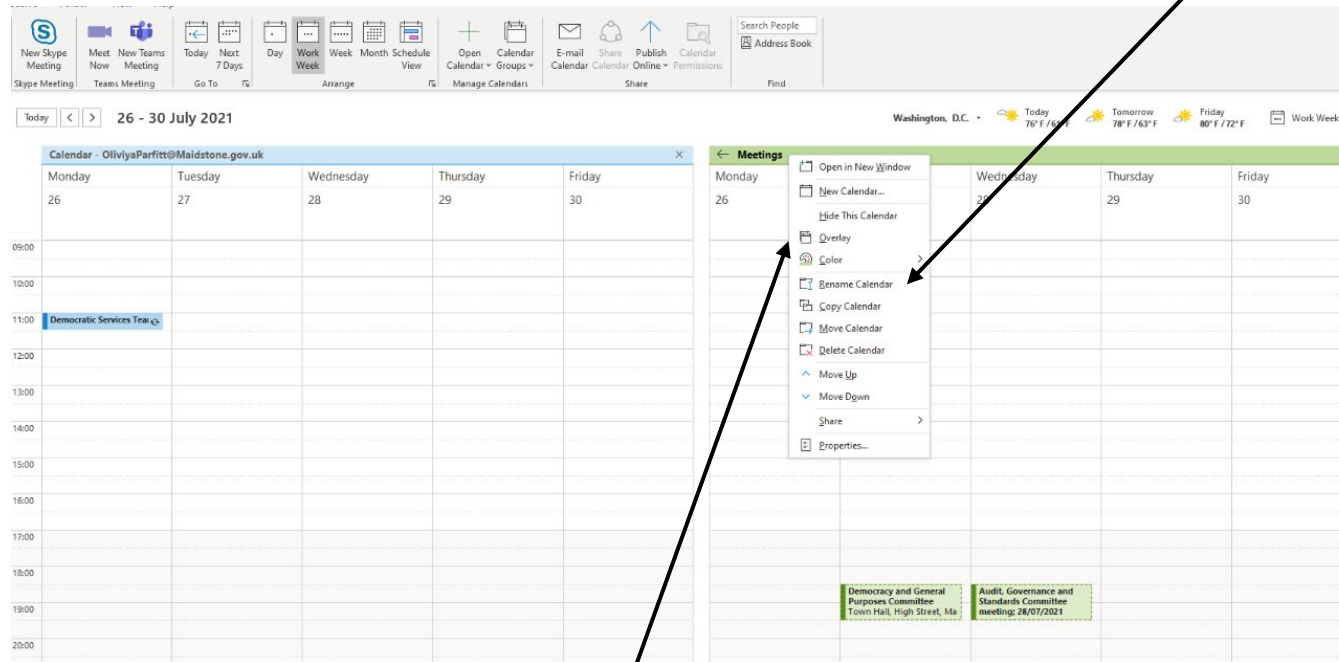
Step 5 – Calendar Settings

This is an example of how the calendar will open;

The screenshot displays a calendar application interface. At the top, there is a ribbon with various options: 'Receive', 'Folder', 'View', and 'Help'. Below this, there are icons for 'New Skype Meeting', 'Meet Now', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar Groups', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar Online', 'Publish Calendar Permissions', 'Search People', and 'Address Book'. The main area shows two calendar views side-by-side. The left view is titled 'Calendar - OliviyaParfitt@Maidstone.gov.uk' and shows a week view for '26 - 30 July 2021'. The right view is titled 'Meetings' and shows a week view for the same dates. The 'Meetings' view has two meeting entries on Wednesday, July 28th: 'Democracy and General Purposes Committee Town Hall, High Street, Ma' and 'Audit, Governance and Standards Committee meeting: 28/07/2021'. The interface also shows weather information for Washington, D.C. and a 'Work Week' view selector.

(see next page)

Initially, the Calendar Name will show as 'untitled', so to rename it right click on the name of the calendar and click 're-name' as shown below.



Once you have done this – right click over the name of the calendar again and click the 'overlay' option IF you would like it to sit on top of your usual calendar.

(see next page for a snapshot of what the calendar will look like).

Calendar - OliviyaParfitt@Maidstone.gov.uk × → Meetings ×

	Monday 26	Tuesday 27	Wednesday 28	Thursday 29	Friday 30
08:00					
09:00					
10:00					
11:00	Democratic Services Team Meeting; Microsoft Teams Meeting				
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00		Democracy and General Purposes Committee meeting; 27/07/2021 Town Hall, High Street, Maidstone	Audit, Governance and Standards Committee meeting; 28/07/2021		
20:00					