

Seramount Diversity Holiday Calendar Import Instructions

Every year we produce our **Diversity Holiday Calendar** to help you and your teams stay aware of key cultural and heritage observances throughout the year. This resource is meant to support inclusive planning, spark dialogue, and encourage meaningful recognition across your workplace.

You can easily add the 2025 calendar to your own system, whether you use Outlook, Google, Apple, or another platform, by following the instructions below.

How to Add the Calendar

1. **Copy this link (do not click/download it) - [Seramount Diversity Holiday Calendar ICS URL](#)**
2. **Follow the steps below based on your platform:**

Outlook (Web or Desktop)

Do not import the file—use the “Subscribe from Web” option instead.

- Open Outlook (desktop application or on the web)
- Go to Calendar
- Select Add calendar > Subscribe from web/internet
- Paste the ICS link you copied in step 1 above.
- Name your calendar (e.g., “Seramount Diversity Holiday Calendar”)
- Click **Import** (this creates a subscribed, auto-updating calendar)

Google Calendar

- Open [Google Calendar](#)
- On the left, click the + next to “Other calendars”
- Choose **From URL** and paste the link
- Click **Add calendar**

Note: It may take a few minutes to appear.

Apple Calendar (Mac)

- Open the **Calendar** app
- Go to **File > New Calendar Subscription**
- Paste the link and click **Subscribe**

Apple Calendar (iPhone/iPad)

- Go to **Settings > Apps > Calendar > Accounts > Add Account > Other**
- Tap **Add Subscribed Calendar** and paste the link

This calendar will refresh automatically each year. If you have any trouble accessing the calendar or need help integrating it with your system, we’re happy to assist. Please email: hello@seramount.com for questions or assistance.