

DFIN



How to import your SEC Filing Dates into your calendar

Import events into:



Google Calendar - browser



Outlook Calendar - browser



Outlook Calendar desktop - Windows



Outlook Calendar desktop - Apple

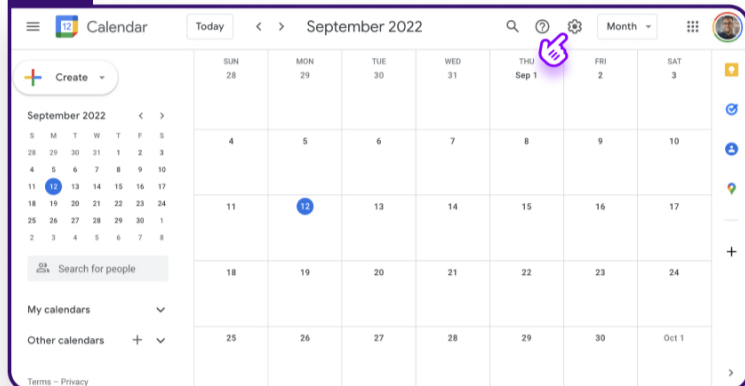


Apple Calendar desktop

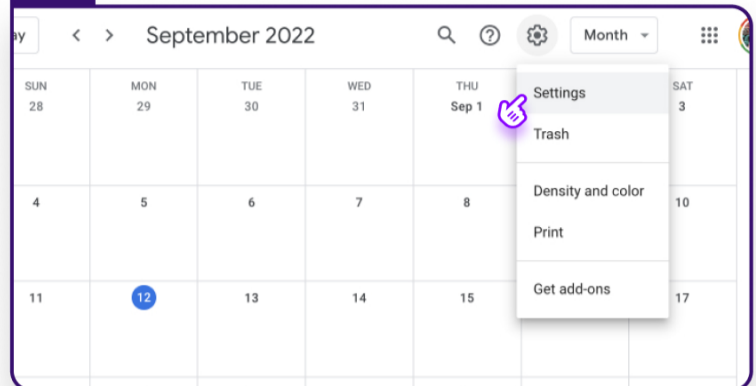
Import events into Google Calendar

Your SEC Filing dates

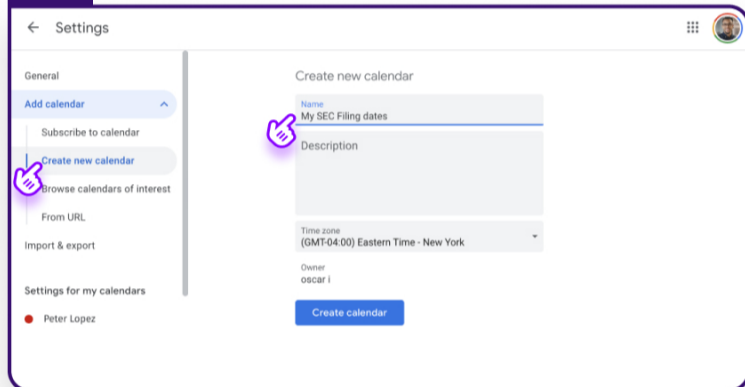
1 Open Google Calendar.



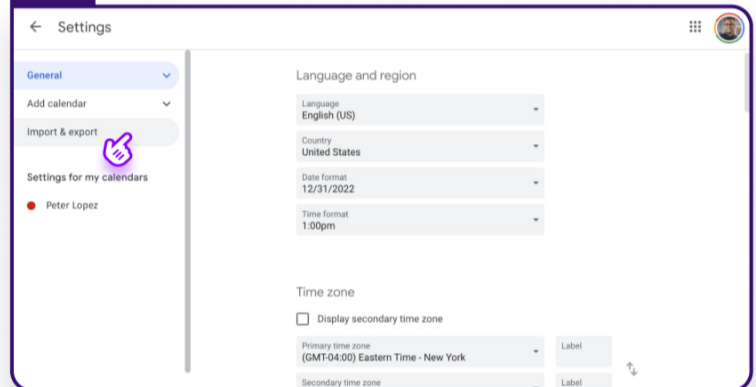
2 In the top right, click the settings icon, then select Settings.



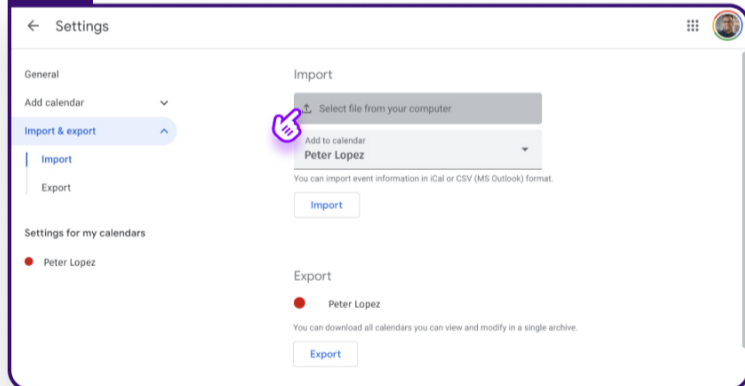
3 Optional step. In the menu on the left, click Add calendar and then Create a new calendar.



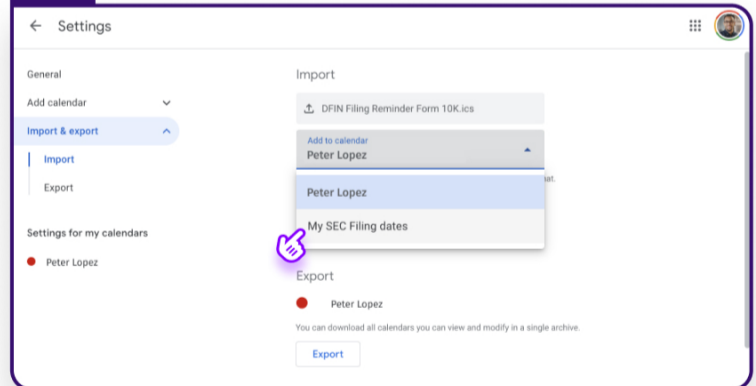
4 In the menu on the left, click Import & export.



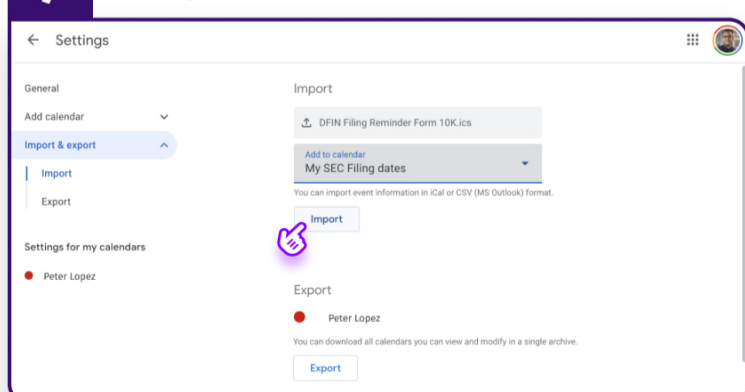
5 Click Select file from your computer, and select the file you downloaded from DFIN. The file should end in ".ics" or ".csv."



6 Choose which calendar to add the imported events to.



7 Click Import.



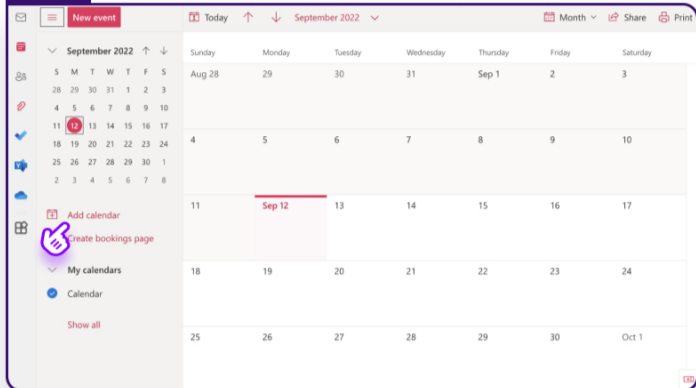
8 Return to the Calendar view, and a new calendar with all your filing dates will have been created.



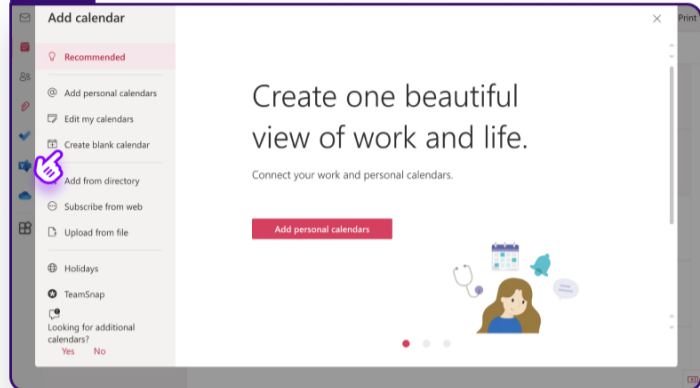
Import events into Outlook Calendar

Your SEC Filing dates

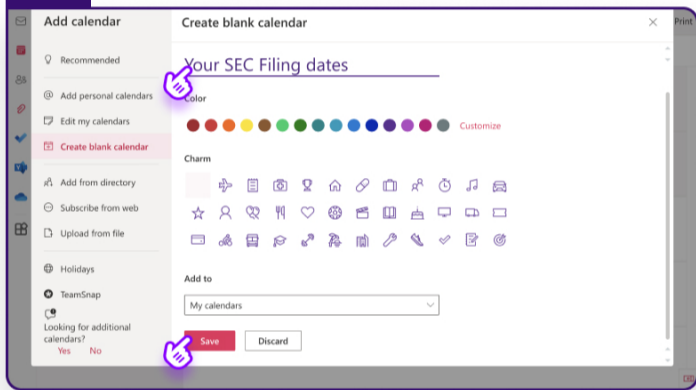
1 Open Outlook in your browser. Click Add calendar.



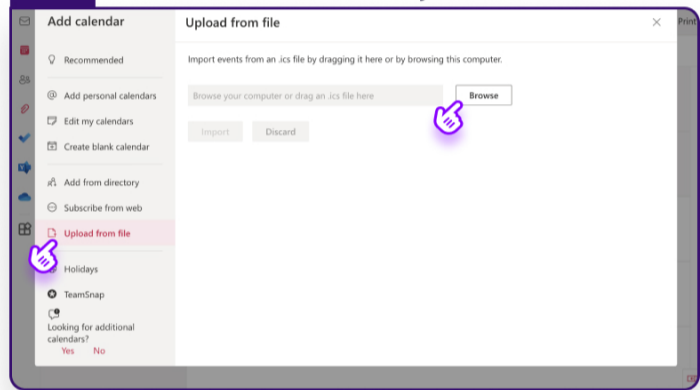
2 Optional step. On the left menu, click Create blank calendar.



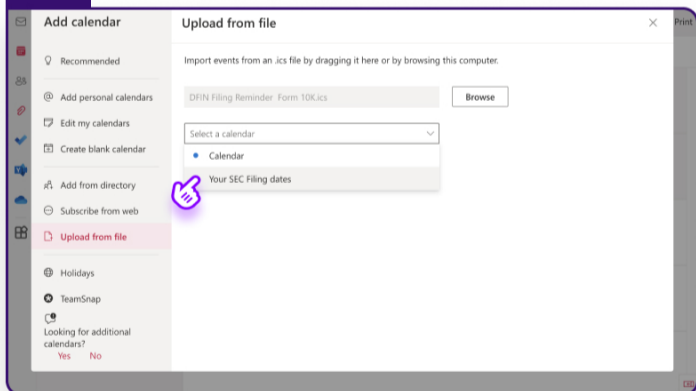
3 Name your new calendar and click Save.



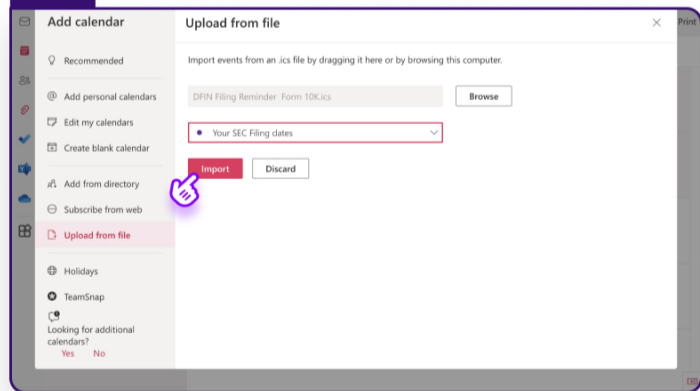
4 On the left menu, click Upload from file. Then click Browse and select the file you downloaded from DFIN.



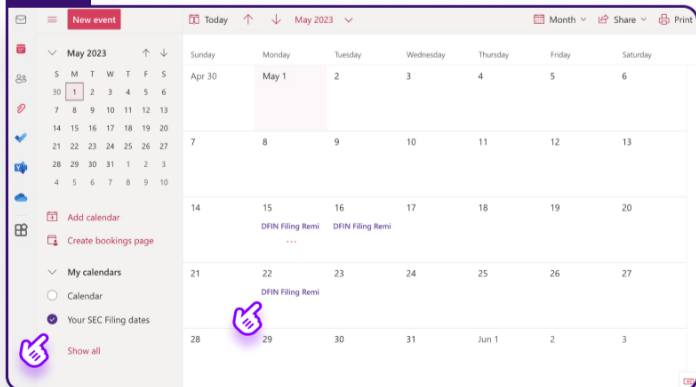
5 Choose which calendar to add the imported events to.



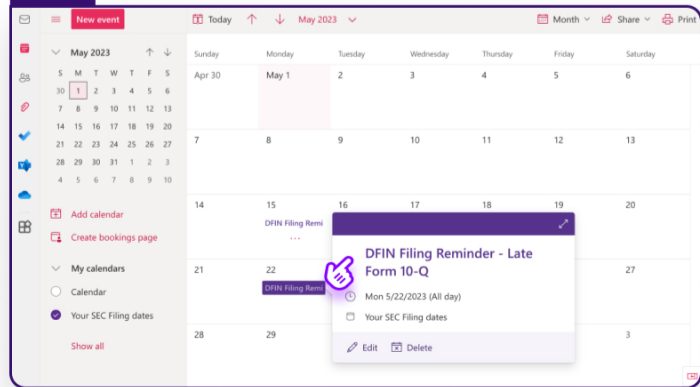
6 Click Import.



7 Return to the Calendar view, and a new calendar with all your filing dates will have been created.



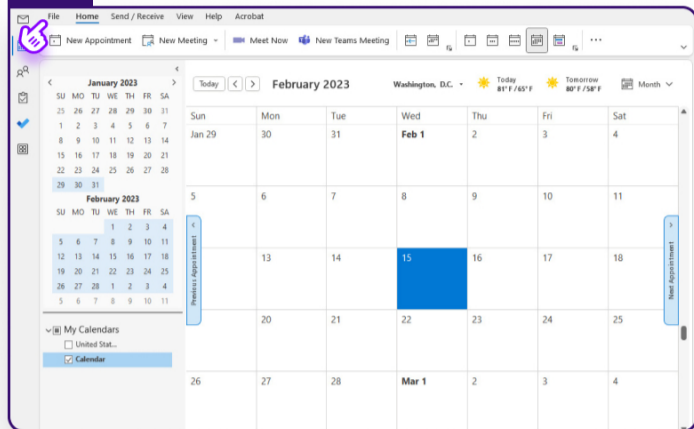
8 Click on each event to see more details.



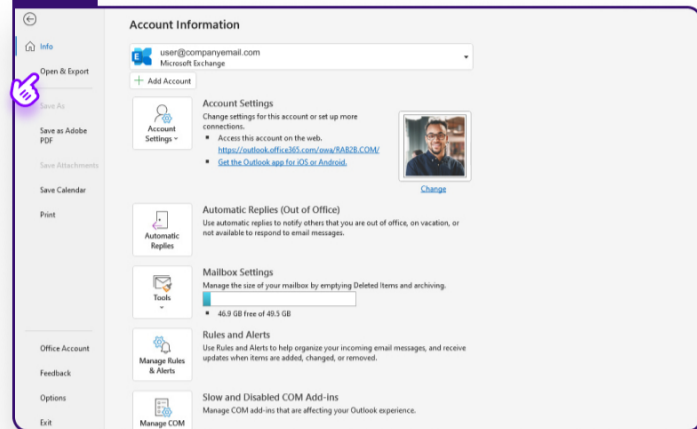
Import events into Outlook Calendar desktop - Windows

Your SEC Filing dates

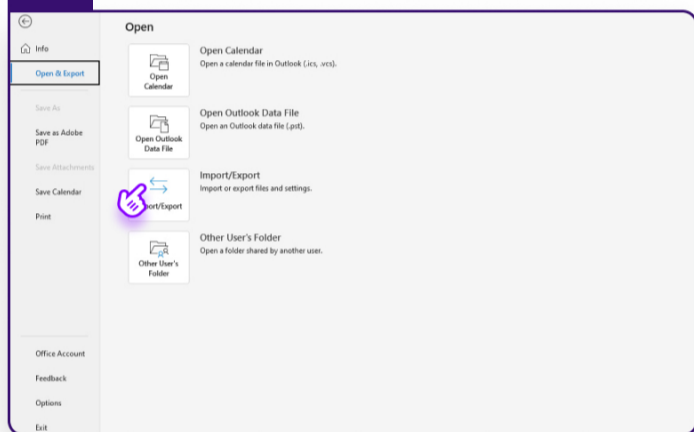
1 Open the Outlook app in your computer. Click on File.



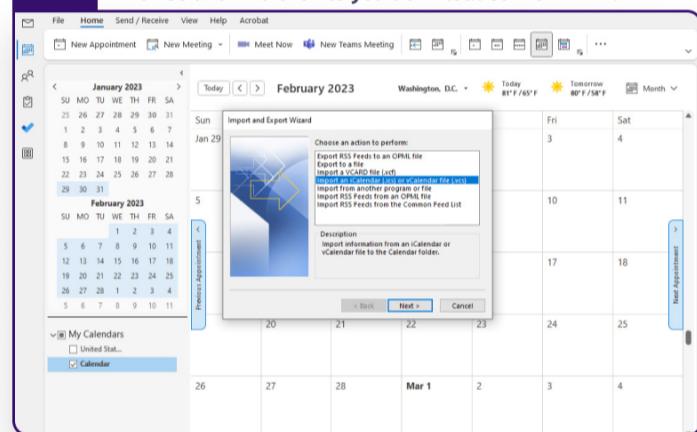
2 Click Open & Export.



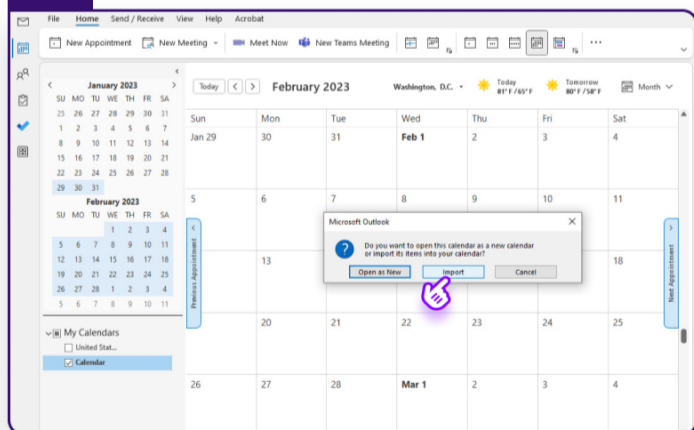
3 Click Import/Export.



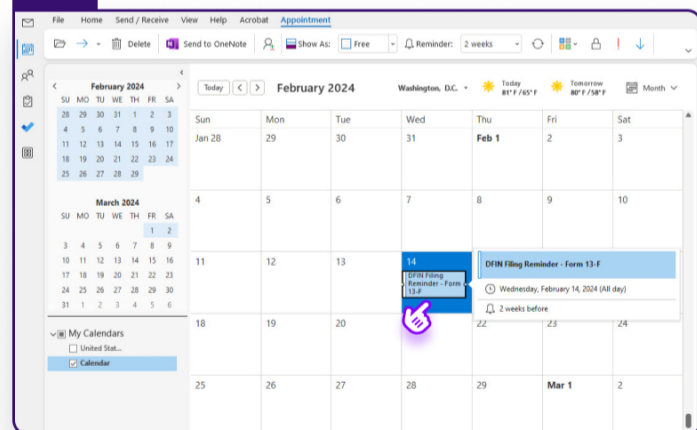
4 Select Import an iCalendar (.ics). Click Next.



5 Click Import.



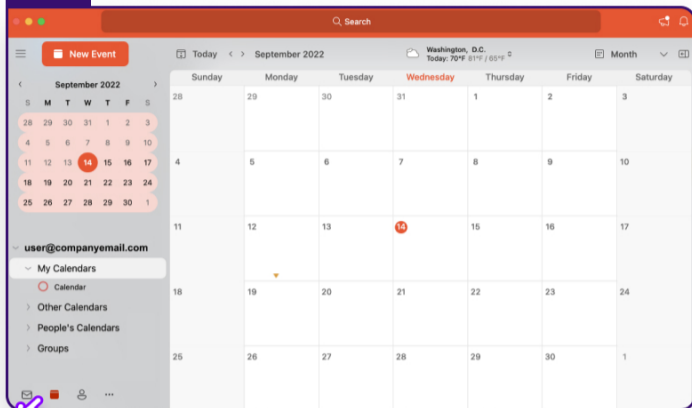
6 Click on each event to see more details.



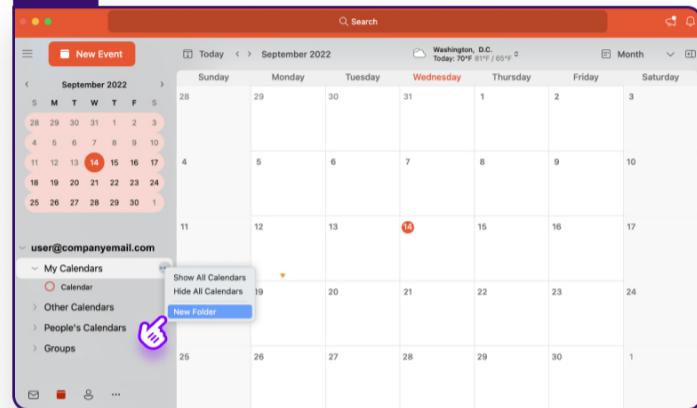
Import events into Outlook Calendar desktop - Apple

Your SEC Filing dates

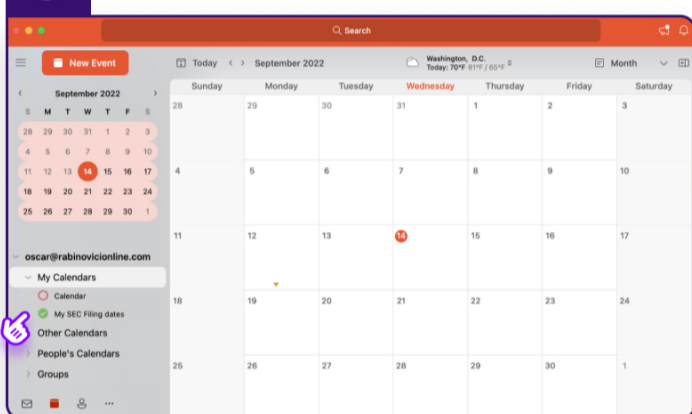
1 Open the Outlook app in your computer. Select calendar view.



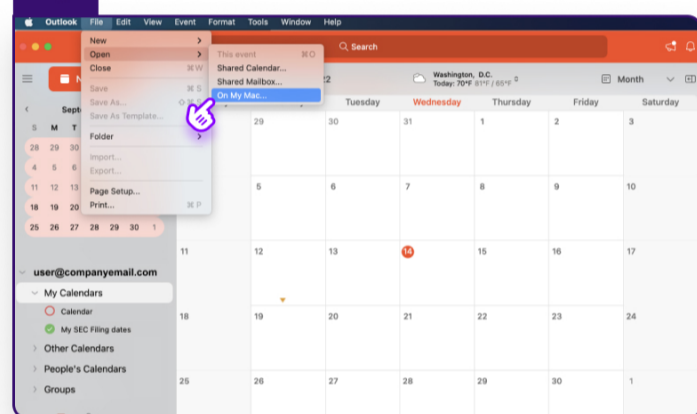
2 Optional step. On My Calendars, click the three dots and select New Folder.



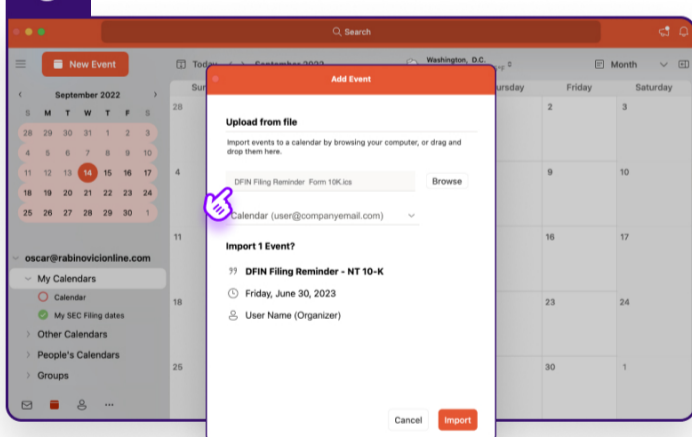
3 Name your new folder.



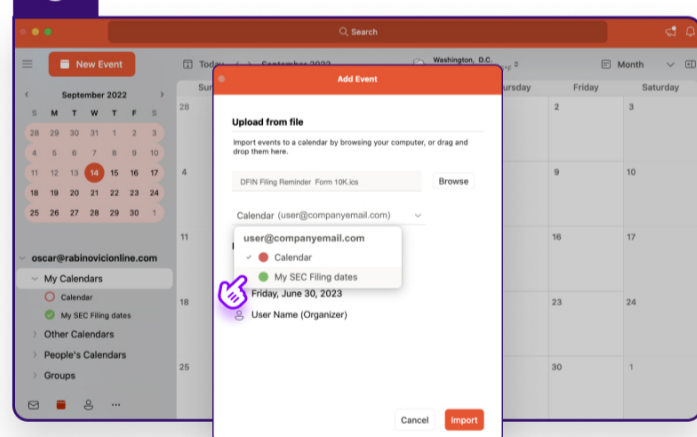
4 On the File menu, select Open, then On My Mac.



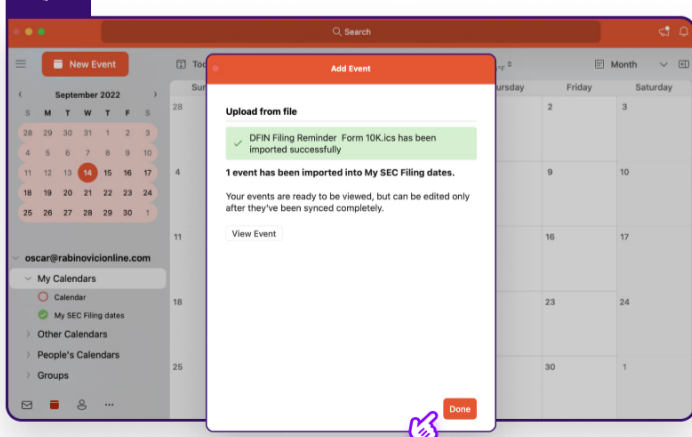
5 Find the file you downloaded from DFIN. Click Open.



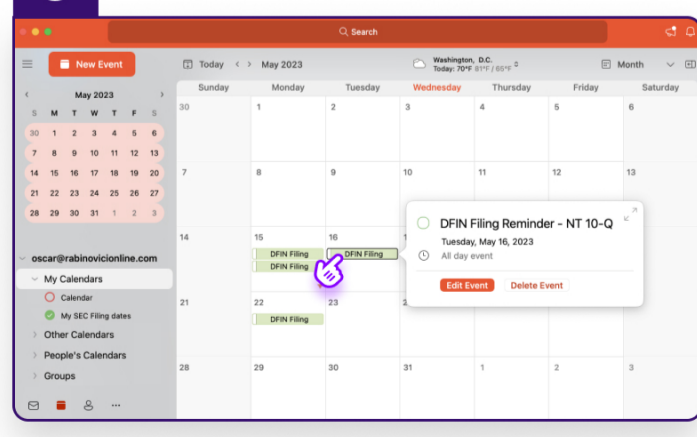
6 On the Calendar dropdown, select the a folder. Click Import.



7 Click Done.



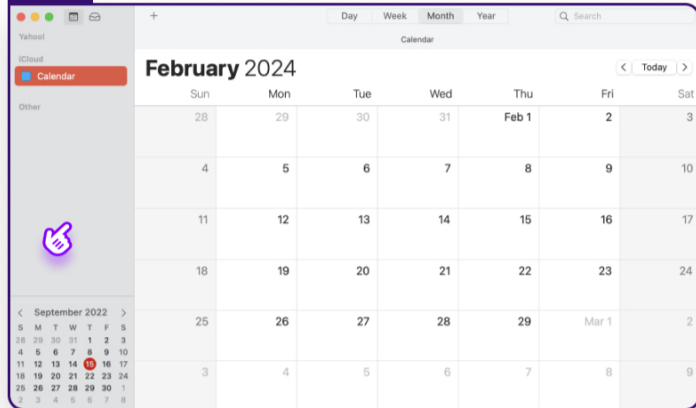
8 Click on each event to see more details.



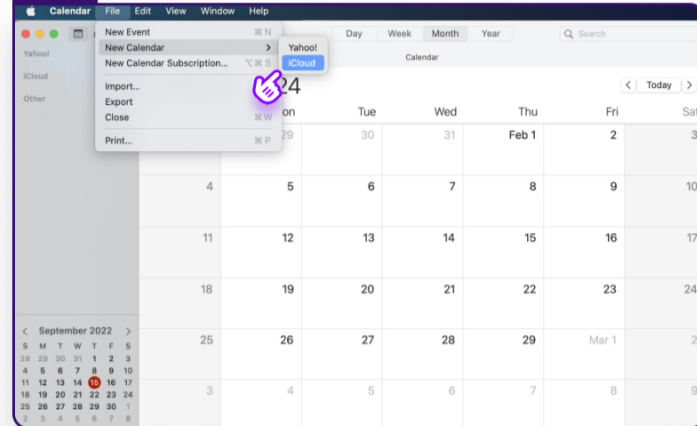
Import events into Apple Calendar

Your SEC Filing dates

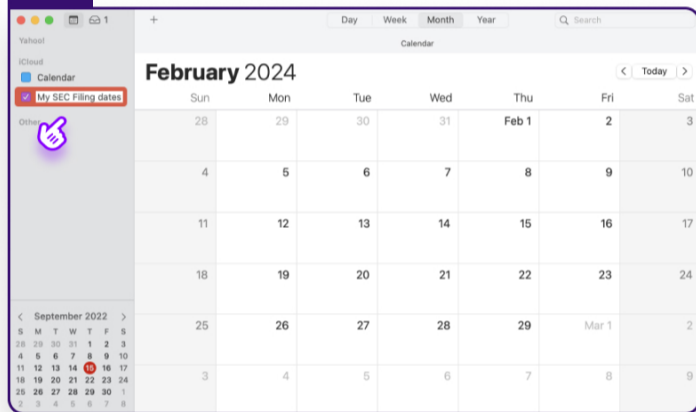
1 Open the Calendar app.



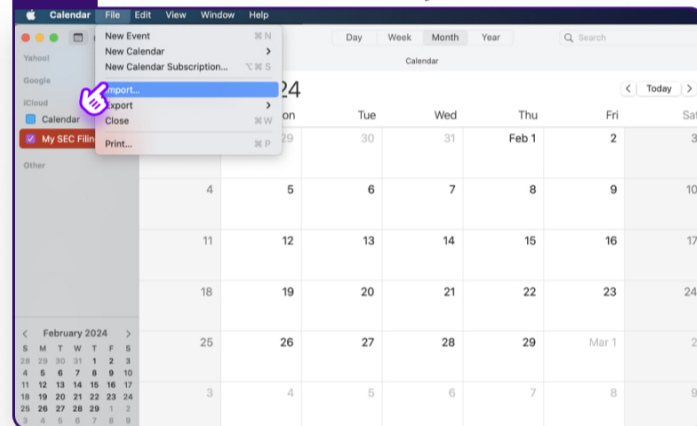
2 Optional step. On the File menu, select New Calendar, then the account you want the calendar to be.



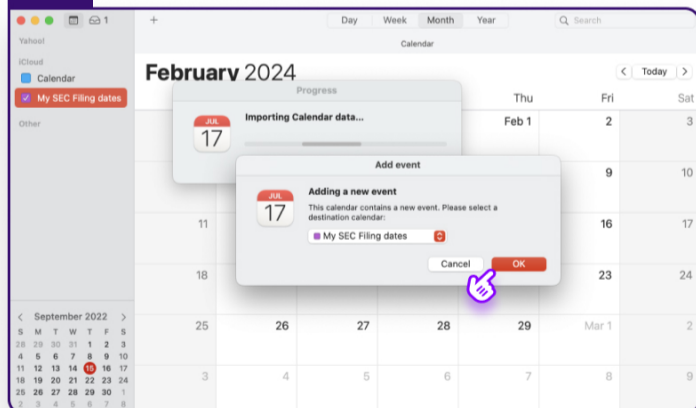
3 Name your new calendar.



4 On the File menu, click Import. Then browse and select the file you downloaded from DFIN.



5 Choose which calendar to add the imported events to. Click OK.



6 Click on each event to see more details.

