# Outlook Calendar: Import Week Numbers

The University uses a set of **week numbers** to organise the academic year. Academic week numbers start with **week 1** in July/August, through to **week 52** or **53** in July. Follow the instructions in this guide to add academic week numbers to your Outlook calendar, to help you keep track of University events.

Download iCal file from StaffNet

You can download an iCal file containing academic week numbers from StaffNet.

1. Open your web browser and go to staffnet/working-here/week-numbers

2. Select the academic session you want to add to your Outlook calendar from the **Session** drop-down list, and click **Add to Calendar** to download the iCal file.
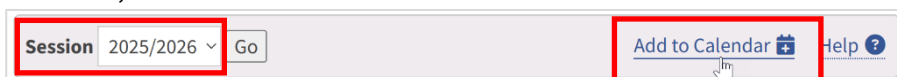
3. At this point, depending on your browser, you'll either see a download notification next to your search bar (Option 1), or a **Save As** dialogue box will pop up asking where to save the file (Option 2).
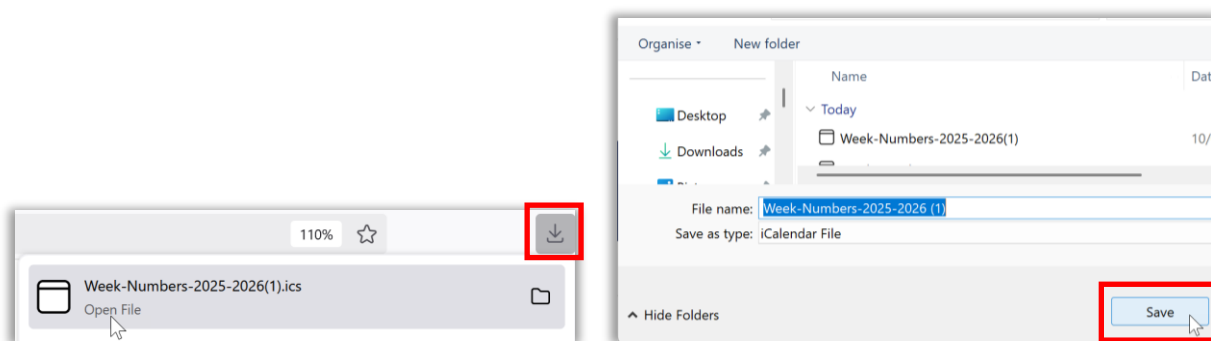
Option 1

Add academic week numbers to a **new calendar** in Outlook:

– Click on the download to open the file.
– A new Outlook calendar containing academic week numbers will open automatically.

Show and **hide** this calendar in Outlook by ticking or unticking the checkbox in your **Other Calendars** list.

Overlay this with your own calendar. First show both calendars, side by side, then click the overlay arrow icon.

Delete this calendar by right-clicking the list item, and clicking **Delete Calendar**.
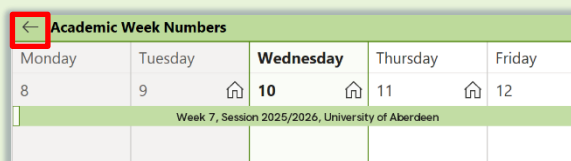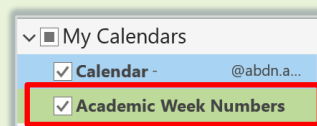
Option 2

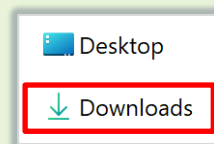Add week numbers to **your calendar** in Outlook:

– Click **Save as** to save a copy of the iCal file to a suitable location on your computer. You will need this later.

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>
> **Note:**
> Some browsers may not give you the option to **Save** or **Save as**, and so you will not be able to specify the location you would like to save the file to.
>
> Instead, the file is saved automatically to the **Downloads** folder on your computer, located at: **C:\Users*youruserID*\Downloads**

# Import the iCal file into your calendar in Outlook (for Option 2)

When you have saved a copy of the iCal file containing academic week numbers, you can import this into your main Outlook calendar. This is the calendar with *your* account name.
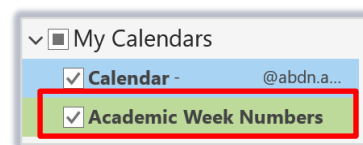
>
>
> Want to add academic week numbers to a **different calendar**?
>
> If you want to import academic week numbers to the main calendar for a different account – for example, a shared Mailbox – log in to your computer and open Outlook with that account.

1. Open **Outlook**.

2. Click the **File** tab, then **Open & Export**.
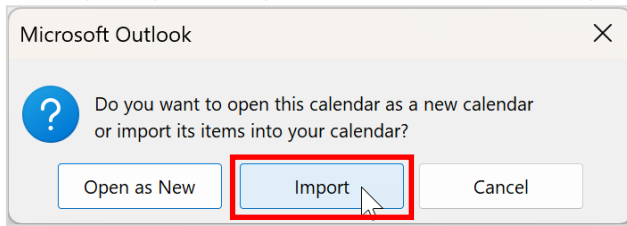
3. Click **Open Calendar**
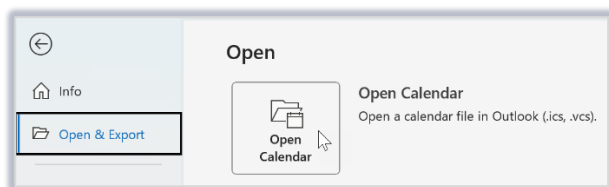
4. Browse to locate and select the **iCal** file you downloaded, then click **OK**.

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>
> The iCal file is named **Week-Numbers-YYYY-YYYY.ics** If you cannot find the file, check your **Downloads** folder (**C:\Users*youruserID*\Downloads**).
>
> | Week-Numbers-2025-2026 | 10/09/2025 12:06 | iCalendar File |

5. When prompted to open a new calendar, or import items in your calendar, click **Import**.

6. When you open your Outlook calendar, you will see week numbers at the top of your calendar view, spanning each week.

Further information and help

Use MyIT to log calls with the IT Service Desk: myit.abdn.ac.uk