



Awareness

An IT Communication

ATTENTION: Outlook users

Please be aware:

- **WHAT:** How to import 2022 company holidays into your Outlook Calendar
- **WHEN:** Monday, December 20, 2021 or on another day, at your convenience
- **IMPACT:** no outage expected - Outlook will remain available for use
- **WHY:** easily add paid PG&E company holidays for 2022 to your Outlook Calendar
- **ACTION REQUIRED:** **YES**, please see details below.

What is happening? Why is it important?

The 2022 Holiday Schedule for paid PG&E company holidays is currently available. If you would like to import these holidays into your Outlook Calendar, please follow the steps in the “Action required?” section below. These instructions work for Office 365 Outlook 2016.

NOTE: Please do **not** perform the import steps more than once or duplicate holidays will appear in your Outlook Calendar. If duplicate entries appear in your calendar, you may delete them manually.

The list of 2022 holidays is currently posted to our [Human Resources - Benefits site](#).

Action required?

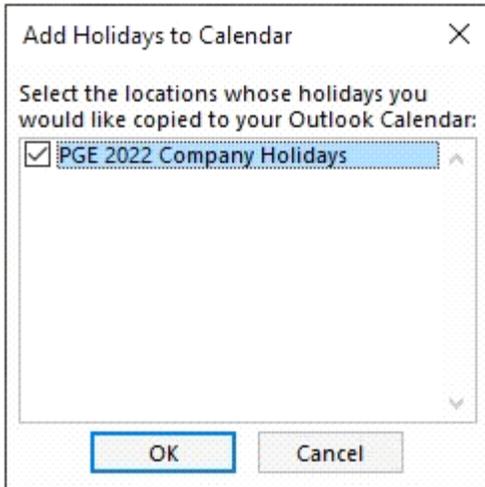
To add 2022 company holidays to your Outlook Calendar, complete the following import steps while having Outlook open on your computer. If you are a remote computer user, please ensure that you are actively connected to the PG&E network before beginning the import steps.

1. Double-click on the **PGEHolidays2022.HOL** file below and select **Open**.

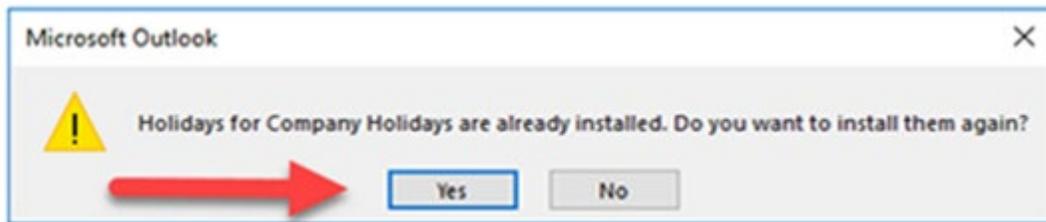


PGEHolidays2022...

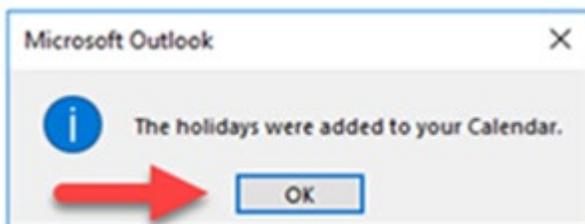
2. Click the checkbox next to **PGE 2022 Company Holidays** and select **OK**.



3. If you see the following dialog box appear, select **Yes**.



The 2022 company holidays should now appear in your personal Outlook Calendar. Click **OK**.



If the file fails to run or if you're unsure if the file ran properly, check the following items:

1. If you're a remote computer user, please ensure that you were actively connected to the PG&E network when you completed the import steps.
2. Review your Outlook Calendar to see if the holidays have been added.
3. If you don't see the holidays, log out of Outlook and then log back in to check your Calendar again.
4. If you still don't see the holidays, keep Outlook open and retry the import steps. After completing the import steps, close Outlook for a moment. Open Outlook and check your Outlook Calendar.

These import steps are also viewable online while connected to the PG&E network: [self-help article 7659](#).

Contact us

For self-help or to submit non-urgent IT requests, please visit our website at <http://MyITServices/>.

If you have questions that cannot be answered via our self-service resources, please contact the Technology Solution Center (TSC) - IT Service Desk via our [web chat support](#) or by phone at **223-9000** or **1-415-973-9000** for assistance.

Thank you.

TSC - Service Desk Communications

Have questions or comments regarding this communication?

Please [click here](#) to email TSC - Service Desk Communications.

Please do not reply to this message as the response will not be delivered to the originator.