

Check the interfaith Calendar

A Step-by-Step Guide to Transforming your Daily-Use Outlook Work Calendar into your Interfaith Calendar*
(i.e.: Please don't pretend you'll regularly be checking a *separate* interfaith calendar!)

*Note: You might find it easier to purchase an app that imports holiday dates directly into your calendar (check "holidays" in your app review)....Be sure the app works with your operating system and with your Outlook calendar, and that it gives you the option of choosing *religious* holidays as opposed to hundreds of national holidays

Prof. Sarah Pessin
Emil and Eva Hecht Chair in Judaic Studies
(an interfaith relationship-building appointment)
Professor of Philosophy & Judaic Studies
University of Denver
September 2016

Transforming your actual online work calendar into your interfaith calendar...

Goal: To integrate 8 religious/cultural calendars into your regular, daily Outlook calendar.

The screenshot shows the Microsoft Outlook interface. The top bar includes 'Office 365' and 'Outlook' labels, along with icons for search, new, add calendar, share, and print. The main view is a calendar for August 2016. On the left, a sidebar lists various calendars: 'Christian Religious', 'Holy See (Vatican City)', 'Islamic (Shia) Religious', 'Islamic (Sunni) Religious', 'Jewish Religious', 'Buddhist', 'Sikh', and 'Hindu'. A red circle highlights the 'Other calendars' section, which includes 'Buddhist', 'Sikh', and 'Hindu'. The main calendar view displays events from these calendars, such as 'Nag Panchami' on August 7th, 'Tisha BeAv' and 'Vigil of Assumption' on August 14th, 'Assumption' and 'Assumption - Western' on August 15th, and 'Assumption - Eastern' on August 22nd.

To be sure, this is not ideal as there are more than 8 religions/cultures. We are, however, starting with these 8 because making a start is better than doing nothing, and these 8 calendars are the easiest to add to Outlook based on Outlook's current (2016) format which

- 1) has 5 'internal' religious calendars, and
- 2) requires that any other uploaded religious/cultural calendar be in the format of an '.ics' file; currently, I was only able to find 3 additional religious calendars in '.ics' format.

Based on these parameters, and fully aware that the situation is not ideal, we will start by adding these 8 calendars to your daily work calendar.

To get started, click on 'Add Calendar' at the top of the page...

Next, click on 'Holiday Calendar' in the pull-down menu...

A 'Holiday Calendars' list will appear on the right-hand-side of your screen. This includes national calendars from around the world, as well as 5 holiday calendars; click on the 5 holiday calendars (they are in alphabetical order)

The screenshot shows the Windows 10 calendar application. On the left, there is a sidebar with a list of calendars: 'Calendar', 'Christian Religious Holidays', 'Holy See (Vatican)', 'Islamic (Shia) Religious Holidays', 'Islamic (Sunni) Religious Holidays', 'Jewish Religious Holidays', and 'Other calendars'. The main area displays a calendar for August 2016, with a context menu open over the date 11th. The menu options are: 'Secondary calendar', 'Birthday calendar', 'Holiday calendar', 'Interesting calendar', 'From file', 'From internet', and 'From directory'. On the right, the 'Holiday calendars' panel is open, showing a list of countries and their respective holiday calendars. The list includes: Bahrain, Belarus, Belgium, Bolivia, Bosnia and Herzegovina, Brazil, Brunei, Bulgaria, Canada, Chile, China, Christian Religious Holidays (checked), Colombia, Congo (Democratic Republic of), and Costa Rica.

Holiday calendars
Select one or more holiday calendars

- Bahrain
- Belarus
- Belgium
- Bolivia
- Bosnia and Herzegovina
- Brazil
- Brunei
- Bulgaria
- Canada
- Chile
- China
- ✓ Christian Religious Holidays
- Colombia
- Congo (Democratic Republic of)
- Costa Rica

A 'Holiday Calendars' list will appear on the right-hand-side of your screen. This includes national calendars from around the world, as well as 5 holiday calendars; click on the 5 holiday calendars (they are in alphabetical order)

- Christian Religious Holidays

The screenshot shows a calendar application interface. On the left, there is a calendar grid for the month of September. The grid shows dates from 1 to 31, with various holidays highlighted. A context menu is open over the date 11, showing options: 'Interesting calendar', 'From file', 'From internet', and 'From directory'. On the right, there is a sidebar titled 'Holiday calendars' with the subtitle 'Select one or more holiday calendars'. The sidebar lists various countries and their corresponding holiday calendars. The 'Christian Religious Holidays' option is highlighted with a red circle. A red arrow points from the text above to the 'Holiday calendars' list.

Holiday calendars
Select one or more holiday calendars

- Bahrain
- Belarus
- Belgium
- Bolivia
- Bosnia and Herzegovina
- Brazil
- Brunei
- Bulgaria
- Canada
- Chile
- China
- ✓ **Christian Religious Holidays**
- Colombia
- Congo (Democratic Republic of)
- Costa Rica

Calendar

- Christian Religious
- Holy See (Vatican)
- Islamic (Shia) Religious
- Islamic (Sunni) Religious
- Jewish Religious
- Buddhist
- Sikh
- Hindu

Other calendars

Sunday	Tuesday	Wednesday	Thursday
31	2	3	4
7	8	9	10
11	12	13	14
15	16	17	18
21	22	23	24
28	29	30	31

A 'Holiday Calendars' list will appear on the right-hand-side of your screen. This includes national calendars from around the world, as well as 5 holiday calendars; click on the 5 holiday calendars (they are in alphabetical order)

- Christian Religious Holidays
- Holy See (Vatican City)

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

- Calendar
- Christian Religious Holidays
 - Holy See (Vatican City)
 - Islamic (Shia) Religious Holidays
 - Islamic (Sunni) Religious Holidays
 - Jewish Religious Holidays
- Other calendars
- Buddhist
 - Sikh
 - Hindu

31	1	2	3	4
7	8	9	10	11
Nag Panchami				
14	15	16	17	18
Tisha BeAv	Assumption			Raksha-Bandhan
Vigil of Assumption	Assumption - Western			
21	22	23	24	25
	Assumption - Eastern			Krishna Janmashtami
28	29	30	31	Sep 1

Save Discard

Holiday calendars

Select one or more holiday calendars

Georgia

Germany

Greece

Guatemala

☒ Holy See (Vatican City)

Honduras

Hong Kong S.A.R.

Hungary

Iceland

India

Iran

Iraq

Ireland

A 'Holiday Calendars' list will appear on the right-hand-side of your screen. This includes national calendars from around the world, as well as 5 holiday calendars; click on the 5 holiday calendars (they are in alphabetical order)

- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Calendar

- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Other calendars

- Buddhist
- Sikh
- Hindu

7	8	9	10	11
Nag Panchami				
14	15	16	17	18
Tisha BeAv	Assumption			Raksha-Bandhan
Vigil of Assumption	Assumption - Western			
21	22	23	24	25
	Assumption - Eastern			Krishna Janmashtami
28	29	30	31	Sep 1

Save Discard

Holiday calendars

Select one or more holiday calendars

Ireland

- ☒ Islamic (Shia) Religious Holidays
- ☒ Islamic (Sunni) Religious Holidays

Israel

Italy

Jamaica

Japan

- ☒ Jewish Religious Holidays

Jordan

Kazakhstan

Kenya

Korea

Kuwait

Latvia

After you select all 5, hit “Save” at the top of the box.

Office 365 Outlook

Search Calendar

New Add calendar Share Print

Secondary calendar
Birthday calendar
Holiday calendar
Interesting calendar
From file
From internet
From directory

August 2016

Christian Religious Holidays

Islamic (Shia) Religious Holidays

Islamic (Sunni) Religious Holidays

Jewish Religious Holidays

Sikh

Hindu

Calendar

Christian Religious Holidays

Holy See (Vatican)

Islamic (Shia) Religious Holidays

Islamic (Sunni) Religious Holidays

Jewish Religious Holidays

Other calendars

Buddhist

Sikh

Hindu

Save Discard

Holiday calendars

Select one or more holiday calendars

Ireland

✓ Islamic (Shia) Religious Holidays

✓ Islamic (Sunni) Religious Holidays

Israel

Italy

Jamaica

Japan

✓ Jewish Religious Holidays

Jordan

Kazakhstan

Kenya

Korea

Kuwait

Latvia

Office 365 Outlook

Search Calendar | New | Add calendar | Share | Print

We are now done adding the 5 “built-in” Outlook religious holiday calendars into your calendar. The holidays associated with all 5 of these religions/ cultures will now automatically populate your main calendar (as can be seen on the screen- the different dates are color-coded to the different religious calendars...)

Christian Religious Holidays
Holy See (Vatican)
Islamic (Shia) Religious Holidays
Islamic (Sunni) Religious Holidays
Jewish Religious Holidays

Other calendars
Buddhist
Sikh
Hindu

Calendar view showing dates 14 to 28. Holidays are color-coded:
- Tisha BeAv (pink)
- Vigil of Assumption (green)
- Assumption (green)
- Assumption - Western (teal)
- Assumption - Eastern (teal)

Save | Discard

Holiday calendars
Select one or more holiday calendars

Ireland

✓ Islamic (Shia) Religious Holidays

✓ Islamic (Sunni) Religious Holidays

Israel

Italy

Jamaica

Japan

✓ Jewish Religious Holidays

Jordan

Kazakhstan

Kenya

Korea

Kuwait

Latvia

We are now ready to import 3 more religious calendars into Outlook...

Calendarlabs.com

#1 source for any calendar needs

Go to CalendarLabs.com and click to the iCal Calendar, Religious Calendar page. The direct link is:

www.calendarlabs.com/ical-calendar-holidays.php

At the top of the page, there are a number of national calendars for countries around the globe; this is not what we will be using...

CALENDAR RELIGIOUS CALENDAR PH



iCal Calendar Holidays



Share



Tweet



Share

Calendar Categories



2016 Templates



Astrology Calendar



Desktop Wallpaper



Blank Calendar



iCal Calendar



Custom Calendar



Online Calendar



PDF Calendar



Excel Calendar



Printable Calendar



Photo Calendar



School Calendar



Family Calendar



Fiscal Calendar



Accounting Calendar

2016 ICAL CALENDAR HOLIDAYS - ICAL, GOOGLE & OUTLOOK

2016 Holiday Calendar (Subscribe Or Download .ics File)

Compatible with -



2015 & 2016 USA Holidays

Subscribe

Download



2015 & 2016 UK Holidays

Subscribe

Download



2015 & 2016 Argentina Holidays

Subscribe

Download



2015 & 2016 Australia Holidays

Subscribe

Download



2015 & 2016 Brazil Holidays

Subscribe

Download



2015 & 2016 Canada Holidays

Subscribe

Download



2015 & 2016 China Holidays

Subscribe

Download



2015 & 2016 France Holidays

Subscribe

Download



2015 & 2016 Greece Holidays

Subscribe

Download

Scroll down to the lower part of the page to find the 6 Religious Holiday Calendars...

Calendarlabs.com

#1 source for any calendar needs

CALENDAR

RELIGIOUS CALENDAR

PHOTO CALENDAR

WORLD CLOCK

HOLIDAYS

TODAY

WIDGETS

Search site...



» iCal Calendar Holidays



Share



Tweet



Share

Calendar Categories



2016 ICAL CALENDAR HOLIDAYS - ICAL, GOOGLE & OUTLOOK

2015 - 2016 Religious Holiday Calendar (Subscribe or Download .ics file)



2015 & 2016 Buddhist Festivals

Subscribe

Download



2015 & 2016 Christian Festivals

Subscribe

Download



2015 & 2016 Hindu Festivals

Subscribe

Download



2015 & 2016 Islamic Festivals

Subscribe

Download



2015 & 2016 Jewish Festivals

Subscribe

Download



2015 & 2016 Sikh Festivals







Subscribe

Download

Because we already 'have' the Christian, Islamic, and Jewish calendars from our earlier Outlook step, let's just download the files for **Buddhist Festivals, Hindu Festivals, and Sikh Festivals...**

Click Download and the .ics file will go to your desktop. (During the download it might ask you if you want to add the calendar to your iCalendar or other computer calendar; choose 'yes' or 'no'- for our purposes it doesn't matter as the main goal is to get the files onto your desktop to upload into Outlook).

2015 - 2016 Religious Holiday Calendar (Subscribe or Download .ics file)

 2015 & 2016 Buddhist Festivals	Subscribe	Download
 2015 & 2016 Christian Festivals	Subscribe	Download
 2015 & 2016 Hindu Festivals	Subscribe	Download
 2015 & 2016 Islamic Festivals	Subscribe	Download
 2015 & 2016 Jewish Festivals	Subscribe	Download
 2015 & 2016 Sikh Festivals	Subscribe	Download

Office 365 Outlook

Search Calendar

Now that these three .ics files are on your desktop, return to Outlook and create 3 additional calendars under "Other calendars" on the left-hand-side.

Save Discard

Day Work week Week Month Today

August 2016

Calendar

Christian Religious Holidays

Holy See (Vatican)

Islamic (Shia) Religious Holidays

Islamic (Sunni) Religious Holidays

Jewish Religious Holidays

Other calendars

Buddhist

Sikh

Hindu

Calendar view showing dates and events.

Day	Work week	Week	Month	Today		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Events shown in the calendar view:

- Nag Panchami (Sunday, August 31)
- Tisha BeAv (Monday, September 1)
- Vigil of Assumption (Monday, September 1)
- Assumption (Tuesday, September 2)
- Assumption - Western (Tuesday, September 2)
- Assumption - Eastern (Wednesday, September 3)
- Raksha-Bandhan (Thursday, September 4)
- Krishna Janmashtami (Friday, September 5)
- Varalakshmi Vrat (Saturday, September 6)

Office 365 Outlook

Search Calendar

Now that these three .ics files are on your desktop, return to Outlook and create 3 additional calendars under "Other calendars" on the left-hand-side.

Save Discard

Day Work week Week Month Today

August 2016

Calendar

Christian Religious

Holy See (Vatican)

Islamic (Shia) Religious

Islamic (Sunni) Religious

Other calendars

Buddhist

Sikh

Hindu

14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Nag Panchami

Tisha BeAv

Vigil of Assumption

Assumption

Assumption - Western

Raksha-Bandhan

Varalakshmi Vrat

Click on the "+" sign, and type in a box called 'Buddhist' (it will give you a box to fill in); when done, hit Enter.

Office 365 Outlook

Search Calendar

Now that these three .ics files are on your desktop, return to Outlook and create 3 additional calendars under "Other calendars" on the left-hand-side.

Save Discard

Day Work week Week Month Today

August 2016

Calendar

Christian Religious

Holy See (Vatican)

Islamic (Shia) Religious

Islamic (Sunni) Religious

Other calendars

Buddhist

Sikh

Hindu

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Nag Panchami

Tisha BeAv

Vigil of Assumption

Assumption

Assumption - Western

Varalakshmi Vrat

Raksha-Bandhan

Next, click on the "+" sign again, and type in a box called 'Hindu' (it will give you a box to fill in); when done, hit Enter.

Pull down the “Add Calendar” menu again; this time choose “From File” ...

- A new window will open called “Import Calendar.”
- Next to “choose an .ics file” click “BROWSE”...

Office 365 Outlook

Search Calendar

New Add calendar Share Print

Save Discard

Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Browse

Calendar:

Calendar

August 2016

Christian Religious H Holy See (Vatican City) Islamic (Shia) Religio Islamic (Sunni) Reli

Sunday Monday Tuesday Wednesday

31 Aug 1 2 3

7 8 9 10

Nag Panchami

14 15 16 17

Tisha BeAv Assumption

Vigil of Assumption Assumption - Western

21 22 23 24

Assumption - Eastern

28 29 30 31

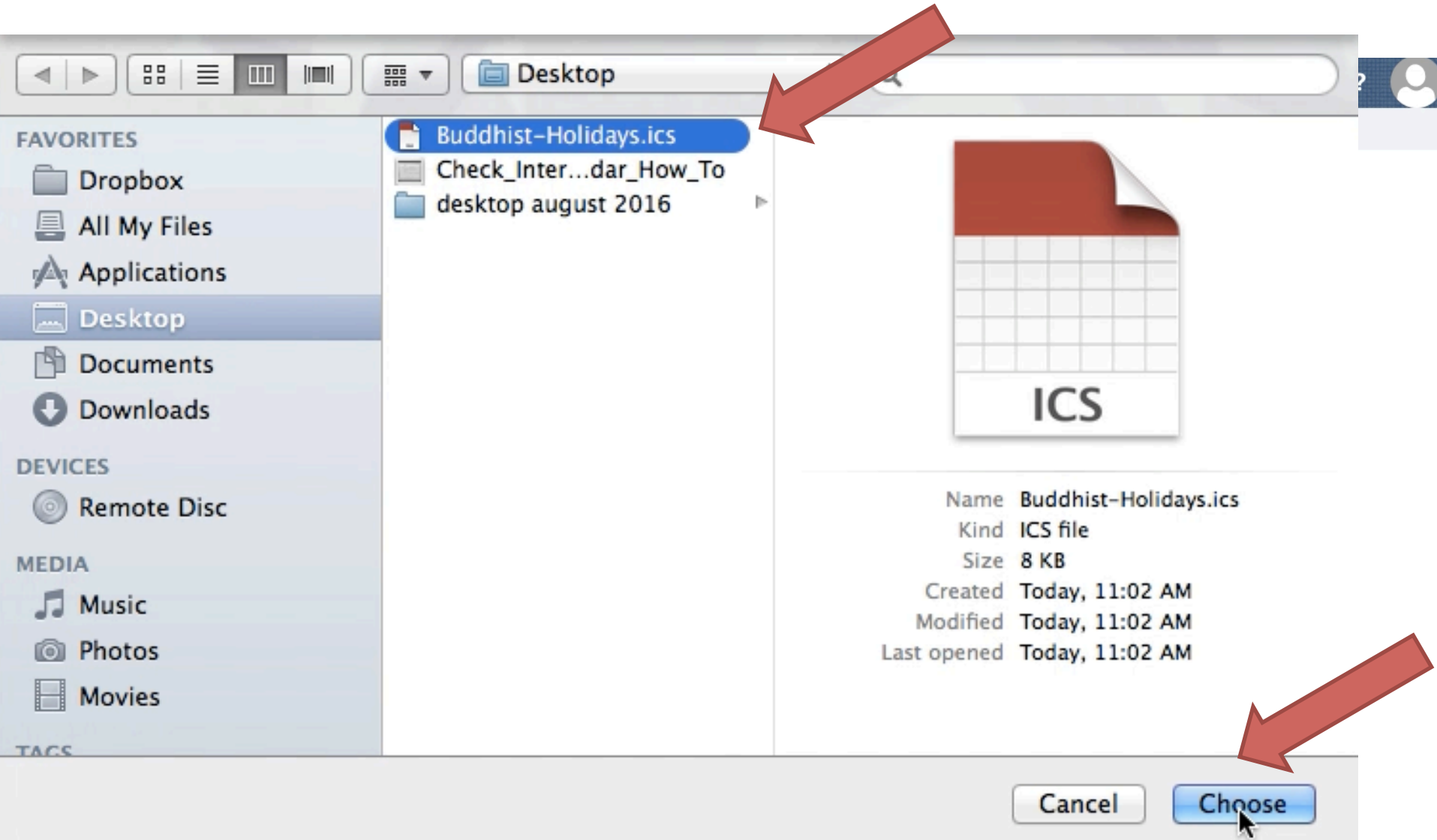
Other calendars

Buddhist

Sikh

Hindu

- From your desktop, choose the 'Buddhist-Holidays.ics' file



- Next, from the 'Calendar' scroll down menu, select "Buddhist".

Office 365 Outlook

Search Calendar

New Add calendar Share Print

Save Discard

Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Buddhist-Holidays.ics **Browse**

Calendar:

- Calendar
- Buddhist**
- Sikh
- Hindu
- Other

August 2016

Christian Religious H Holy See (Vatican City) Islamic (Shia) Religious Islamic (Sunni) Religious

Sunday Monday Tuesday Wednesday

31 Aug 1 2 3

7 8 9 10

Nag Panchami

14 15 16 17

Tisha BeAv Assumption

Vigil of Assumption Assumption - Western

21 22 23 24

Assumption - Eastern

28 29 30 31

Other calendars

- Buddhist
- Sikh
- Hindu

- Then, hit 'SAVE.'
- The Buddhist calendar is now part of your Outlook calendar.

Office 365 Outlook

Search Calendar

New Add calendar Share Print

Save

Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Buddhist-Holidays.ics Browse

Calendar:

Calendar

✓ Calendar

Buddhist

Sikh

Hindu

Other

August 2016

Christian Religious H Holy See (Vatican City Islamic (Shia) Religious Islamic (Sunn) Religious

Sunday Monday Tuesday Wednesday

31 Aug 1 2 3

7 8 9 10

Nag Panchami

14 15 16 17

Tisha BeAv Assumption

Vigil of Assumption Assumption - Western

21 22 23 24

Assumption - Eastern

28 29 30 31

Other calendars

Buddhist

Sikh

Hindu

Then repeat these same steps for the Hindu and Sikh files on your desktop, in each case choosing an .ics file from your desktop (Sikh, then Hindu), and matching it to the calendar title (Sikh then Hindu).

The screenshot shows the Outlook 'Import a calendar' dialog box. The 'Choose an .ICS file.' section has a text box containing 'Buddhist-Holidays.ics' and a 'Browse' button circled in red. The 'Calendar:' section has a dropdown menu circled in red, showing a list of calendars: 'Calendar' (selected with a checkmark), 'Buddhist', 'Sikh', 'Hindu', and 'Other'. In the background, a calendar view is visible with various religious events highlighted.

Save Discard

Import a calendar
Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Buddhist-Holidays.ics Browse

Calendar:

- Calendar
- ✓ Calendar
- Buddhist
- Sikh
- Hindu
- Other

Other calendars

- Buddhist
- Sikh
- Hindu

Congratulations! Your Outlook calendar is transformed!

Your Outlook calendar should now be populated (automatically) with the religious holidays from 8 religions/cultures.

Your next step is to figure out how to use this interfaith information when you plan events and meetings. Think about your office flow, and come up with a decisive way to ensure that the interfaith calendar is being consulted **BEFORE** you finalize your upcoming event or meeting.

Simply having access to these religious dates does not on its own help unless you integrate that data into your workflow!

[One idea might be to create an event scheduling checklist for each event, and to have the relevant office member add their signature and date to the form once the ‘interfaith calendar check’ step is completed for the event in question; and: if your office already has an event check-list, please consider adding ‘Check Interfaith Calendar’ to the check-list].

Q: Is it preferable to avoid scheduling my event or meeting on any religious holiday?

A: Not necessarily. Please consider two main factors:

- 1) If no one in your group celebrates certain religious holidays, then there's likely no reason not to schedule your meeting on that religious holiday.
- 2) Keep in mind that not all religious holidays would prevent people from that religion from attending a meeting or event. For example, in the case of Judaism, many Jews (including observant and non-observant Jews) would be unable to attend a meeting or events on the two days of the 'Rosh Hashanah' holiday, but no similar issue would come up for the holiday of Hanukkah.

But: How will I know which holiday is which?...

How to know which holiday is which:

Visit the DU “Religious & Spiritual Life” page for a list of holidays; it lists more holidays than the ones we have successfully entered into your Outlook, and the lists include descriptions of **whether a holiday does or does not have a “Special Worship” element or a “restriction”** of some sort. If the holiday has a “special worship” or “restriction,” it’s more likely to be the kind of holiday that will prevent at least some members of a given religious/cultural community from attending events or meetings on the day in question. But that’s not always true, so approach each holiday on a case by case basis.

<http://www.du.edu/studentlife/religiouslife/events-activities/calendar.html>

RELIGIOUS & SPIRITUAL LIFE			
Holy Days With Restrictions/Obligations			
FOR THE 2015-2016 ACADEMIC YEAR			
An asterisk (*) indicates that the observance begins at sundown the prior evening			
NOVEMBER			
DECEMBER			
2016			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
Date	Holy Day	Religion or Tradition	Observation - Restriction
Saturday, June 4	Nur	Bahai	Special Worship
Monday, June 6	Ramadan	Begins	Islam Food Restriction
Thursday, June 9	Ascension	Christianity (E)	Special Worship
Saturday, June 11*	Eve of Shavuot	Judaism	Special Worship
Saturday, June 11	National Day of Healing and Reconciliation	Aboriginal Spirituality	Special Worship
Sunday, June 12	First Day of Shavuot	Judaism	Food Restriction- Special Worship
Monday, June 13	Second Day of Shavuot	Judaism	Food Restriction- Special Worship
Thursday, June 16	Martyrdom of Guru Arjan Dev Ji	Sikhisms	Special Worship
Saturday, June 18	Jamyang Khyentse Chokyi Lodro Anniversary	Buddhism	Special Worship



Q: What happens if in spite of all best efforts my office needs to schedule a meeting or event on the kind of religious holiday that will likely exclude members of the DU community from attending?

A: Life is not perfect, and scheduling is no exception. Work mindfully and with care to try to avoid cases like this (including having a robust set of best practices for checking the interfaith calendar before finalizing dates for events and meetings). However, if circumstances lead your office to needing to schedule an event on a religious holiday that will exclude members of the DU community from attending, consider overtly mentioning and acknowledging the less-than-ideal situation in your marketing for the event. Perhaps some language of the following sort:

“We apologize to those who might be unable to attend our event due to [name of holiday]; scheduling and other factors led us to select this date, and we hope to avoid similar outcomes in the future. Inclusivity—including religious inclusivity—is a value we work hard to uphold.”

There is no ideal way to address situations like this, but **acknowledgement + apology** is better than just ignoring that your office is responsible for creating a religious holiday conflict. Adding language like the language above to your marketing and website (in cases where your event conflicts with the kind of religious holiday that might prevent members of the DU community from participating) at least helps show that your office is **(a)** in the habit of consulting an interfaith calendar, **(b)** aware that the event date might exclude some members of the DU community, and **(c)** apologetic for the outcome. ***This helps make for a more inclusive community, even when we can’t have ideal outcomes.***