

WITCHSYNC

HOW TO IMPORT YOUR 2027 CALENDARS

UK & Northern Hemisphere Edition



Four calendar layers. One year. Use as much or as little as you want.

BEST PRACTICE

Create a separate calendar for each WitchSync layer before importing the ICS files.

This makes it easy to choose colours, hide a layer, or remove it later.

See what's happening above, around and within.

Quick start

Your WitchSync purchase is supplied as standard **.ics** calendar files inside a ZIP folder. ICS is a widely supported calendar format used by Google Calendar, Microsoft Outlook and Apple Calendar.

Recommended calendar setup

Layer	Suggested calendar name
Daily practice	WitchSync • Daily Witch Guide 2027
Weekly & monthly	WitchSync • Weekly & Monthly Guide 2027
Moon & sky	WitchSync • Moon & Sky 2027
Seasonal	WitchSync • Sabbats & Wheel of the Year 2027

Before you import

1. Open the ZIP folder and extract the individual **.ics** files. Do not try to import the ZIP file itself.
2. Create a separate destination calendar for each WitchSync layer you want to use.
3. Import each **.ics** file into its matching calendar.
4. Choose a colour for each layer and show or hide layers whenever you want.
5. Avoid importing the same **.ics** file twice into the same calendar, as this can create duplicate events.

UK & NORTHERN HEMISPHERE EDITION

Seasonal guidance follows the Northern Hemisphere year. Where an astronomical event includes a stated exact time, the calendar uses UK timing as described in the event.

Which instructions should I use?

Google Calendar: Best for Google accounts, Android phones, and Samsung users.

Outlook on the web / Outlook.com: Best for most Microsoft personal or work accounts.

New Outlook for Windows: Use the built-in Upload from file option where available.

Classic Outlook for Windows: Use Import/Export and open each ICS as a new calendar.

Apple Calendar on Mac: Best route for Apple users, especially if you use iCloud Calendar.

iPhone / iPad: Import on a computer first, then let your Google or iCloud calendar sync to the device.

Samsung Calendar: Import through Google Calendar on a computer, then sync the Google account to Samsung Calendar.

Google Calendar

Recommended for Google accounts, Android phones, and anyone who wants the calendars to sync across devices. Google's official import tool works on a computer browser.

1. Create the WitchSync calendars

1. On a computer, open Google Calendar and sign in to the Google account you want to use.
2. In the left-hand panel, find Other calendars and select the + button.
3. Choose Create new calendar.
4. Enter a WitchSync calendar name, then select Create calendar.
5. Repeat until you have created a separate calendar for each WitchSync layer you want to use.

2. Import each ICS file

1. Select the Settings cog in the top-right, then choose Settings.
2. In the left-hand menu, select Import & export.
3. Under Import, choose Select file from your computer.
4. Choose one WitchSync .ics file.
5. Use the calendar dropdown to select the matching WitchSync calendar you created.
6. Select Import.
7. Repeat for the remaining WitchSync files.

3. Choose colours and visibility

Return to your calendar. Your WitchSync calendars should appear in the calendar list on the left. Use the options beside each calendar to choose a colour. Click a calendar name or checkbox to show or hide that layer.

QUIETER CALENDAR TIP

If you want less visible guidance, hide the Daily Witch Guide first and keep the Moon & Sky, Sabbats, and Weekly & Monthly layers visible. You can turn Daily back on at any time.

Official Google help: [Import events into Google Calendar](#)

Microsoft Outlook

Outlook.com / Outlook on the web

This is the easiest Microsoft route for many users because Outlook lets you create blank calendars and choose the destination calendar during ICS import.

Create separate calendars

1. Open Outlook and go to Calendar.
2. Select Add calendar.
3. Choose Create blank calendar.
4. Give the calendar a WitchSync name and choose a colour.
5. Repeat for each WitchSync layer you want to use.

Upload the ICS files

1. Select Add calendar again.
2. Choose Upload from file.
3. Select Browse and choose one WitchSync .ics file.
4. Under Select a calendar, choose the matching WitchSync calendar.
5. Select Import.
6. Repeat for the remaining files.

Official Microsoft help: [Import or subscribe to a calendar in Outlook.com or Outlook on the web](#)

New Outlook for Windows

1. Open Calendar.
2. Select Add calendar.
3. Choose Upload from file, then Browse.
4. Choose the WitchSync .ics file.
5. Choose the destination calendar under Select a calendar.
6. Select Import and repeat for each layer.

NOTE

Microsoft currently states that importing events from an .ics file in New Outlook for Windows is supported for Microsoft 365 Exchange accounts. If Upload from file is unavailable, use Outlook.com / Outlook on the web instead.

Classic Outlook for Windows

1. Open Outlook and select File > Open & Export > Import/Export.

2. Choose Import an iCalendar (.ics) or vCalendar file (.vcs), then select Next.
3. Choose one WitchSync .ics file and select OK.
4. Choose Open as New. This keeps the imported items in a separate calendar rather than merging them into your main calendar.
5. Repeat for each WitchSync file.

Official Microsoft help: [Import calendars into Outlook](#)

Apple Calendar

Mac

For Apple users, importing on a Mac is the cleanest way to place the WitchSync events into separate calendars. If those calendars are stored in iCloud, they can then sync to your iPhone and iPad.

Create separate calendars

1. Open the Calendar app on your Mac.
2. Choose File > New Calendar and select the account where you want to store it, such as iCloud.
3. Name the new calendar for the WitchSync layer.
4. Repeat for each layer you want to use.

Import each ICS file

1. Choose File > Import.
2. Select one WitchSync .ics file, then choose Import.
3. When prompted, select the matching WitchSync calendar.
4. Choose OK.
5. Repeat for the remaining files.

COLOUR NOTE

Apple notes that importing a calendar file removes any previous custom event colour. WitchSync is designed to be colour-coded by calendar layer, so set the colour of each WitchSync calendar after import.

Official Apple help: [Import or export calendars on Mac](#)

iPhone and iPad

For a full WitchSync year containing many events, importing on a computer first is recommended. Once the calendar is stored in the account you use on your device, it can sync automatically.

If you use Google Calendar

Import the WitchSync files into Google Calendar on a computer using the Google instructions in this guide. Then sign in to the same Google account on your iPhone or iPad and make sure Calendar sync is enabled.

If you use iCloud Calendar

Import the WitchSync files using Calendar on a Mac and choose iCloud as the calendar account. The calendars can then sync to your iPhone or iPad when iCloud Calendar is enabled on the same Apple Account.

WHY WE RECOMMEND A COMPUTER FIRST

Mobile devices may offer ways to open individual ICS files, but a computer gives you much better control over the destination calendar and helps keep all four WitchSync layers separate.

Samsung Calendar

The simplest setup for a Samsung Galaxy phone or tablet is to import WitchSync into Google Calendar on a computer, then display the synced Google calendars in Samsung Calendar.

Step 1 - Import into Google Calendar

Use the Google Calendar instructions earlier in this guide to create separate WitchSync calendars and import each .ics file.

Step 2 - Sync your Google account on Samsung

1. On your Samsung device, open Settings.
2. Choose Accounts and backup.
3. Choose Manage accounts.
4. Select the Google account you used for WitchSync.
5. Choose Sync account and make sure Calendar is enabled.
6. If needed, use the More menu and choose Sync now.
7. Open Samsung Calendar and make sure your Google calendars are visible.

Official Samsung UK help: [How to sync your Google Calendar on your Samsung Galaxy device](#)

Using WitchSync day to day

Show or hide a layer

Each WitchSync layer is intentionally separate. If your calendar feels busy, hide the Daily Witch Guide first. Keep the Moon & Sky, Sabbats, and Weekly & Monthly layers visible for a lighter overview, then turn Daily back on whenever you want more guidance.

Changing colours

Choose colours that make the layers easy to recognise at a glance. The exact colour controls vary by app, but Google Calendar, Outlook and Apple Calendar all support colour-coding separate calendars.

Your normal appointments are still yours

WitchSync events are designed to sit alongside your everyday calendar. Where supported by the calendar app, the supplied events are configured as free/transparent so they do not intentionally block your availability.

Troubleshooting

I cannot see the ICS files

Make sure you have extracted the ZIP folder first. The individual files should end in .ics.

The events went into my main calendar

This usually means the destination calendar was not changed during import. If possible, remove the imported items and re-import into a separate WitchSync calendar.

I imported the same file twice

A second import can create duplicate events. The safest fix is usually to remove the affected WitchSync calendar and recreate it, then import the file once.

My phone does not offer an import option

Import on a computer using Google Calendar, Outlook on the web, or Apple Calendar on Mac, then allow that account to sync to your phone.

I cannot find Upload from file in New Outlook

Microsoft currently limits ICS import in New Outlook for Windows for some account types. Use Outlook.com / Outlook on the web instead.

The colours do not match the examples

Calendar colours are controlled by your own calendar app. Pick whichever colours work best for you; the content is not dependent on a specific colour.

Times look different

Check the time zone set on your calendar account and device. WitchSync 2027 is the UK & Northern Hemisphere edition, and exact astronomical timings are presented for the UK where stated.

Removing WitchSync later

Because each layer is kept in its own calendar, removal is much easier: remove or delete the WitchSync calendar rather than deleting hundreds of individual events. Check your calendar provider's prompts carefully before deleting a calendar, especially if you have added your own events to it.

IMPORTANT

Keep your original WitchSync ZIP file somewhere safe. Your purchase is supplied for personal use under the licence included with your download.

Official support links

[Google Calendar - Import events](#)

[Microsoft Outlook.com / Outlook on the web - Import ICS](#)

[Microsoft Outlook desktop - Import calendars](#)

[Apple Calendar on Mac - Import or export calendars](#)

[Samsung UK - Sync Google Calendar](#)

Instructions last reviewed: 31 August 2026. Calendar providers occasionally rename menu items or change account-specific options. If your screen differs, use the relevant official support link above.

WITCHSYNC

modern witchcraft & cosmology

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