Importing Calendar items:



The above Firstclass calendar is an example.

Please open Microsoft Outlook 2010 and go to the "File" menu to open more options.





A message will pop up on how to import. You want to select "Import an iCalendar" then click next.



Search for the Firstclass calendar that you saved earlier. Select the file format you used in Step 3.

Browse	A1			? 🛛
Look in:	Besktop	~	@ • 🗈	× 🖆 🖬 •
My Recent Documents Documents Documents My Computer My Network Places	My Documents My Computer My Network Places calendar 2			
	File name:		~	
	Files of type: vCalendar Format		~	
Tools •			OK	Cancel

## **IMPORTANT:**

If you want to "**combine**" Firstclass calendar events to your NEW calendar in Outlook then Click "Import".

If you want Firstclass calendar "**separate**" from your new Outlook calendar then click "Open as New". When you choose that option it will import to "Other Calendars".

Microsof	t Outlook				
Do you want to open this calendar as a new calendar or import its items into your calendar?					
	Open as New	Import	<u>C</u> ancel	]	

This is the final result of the import.

