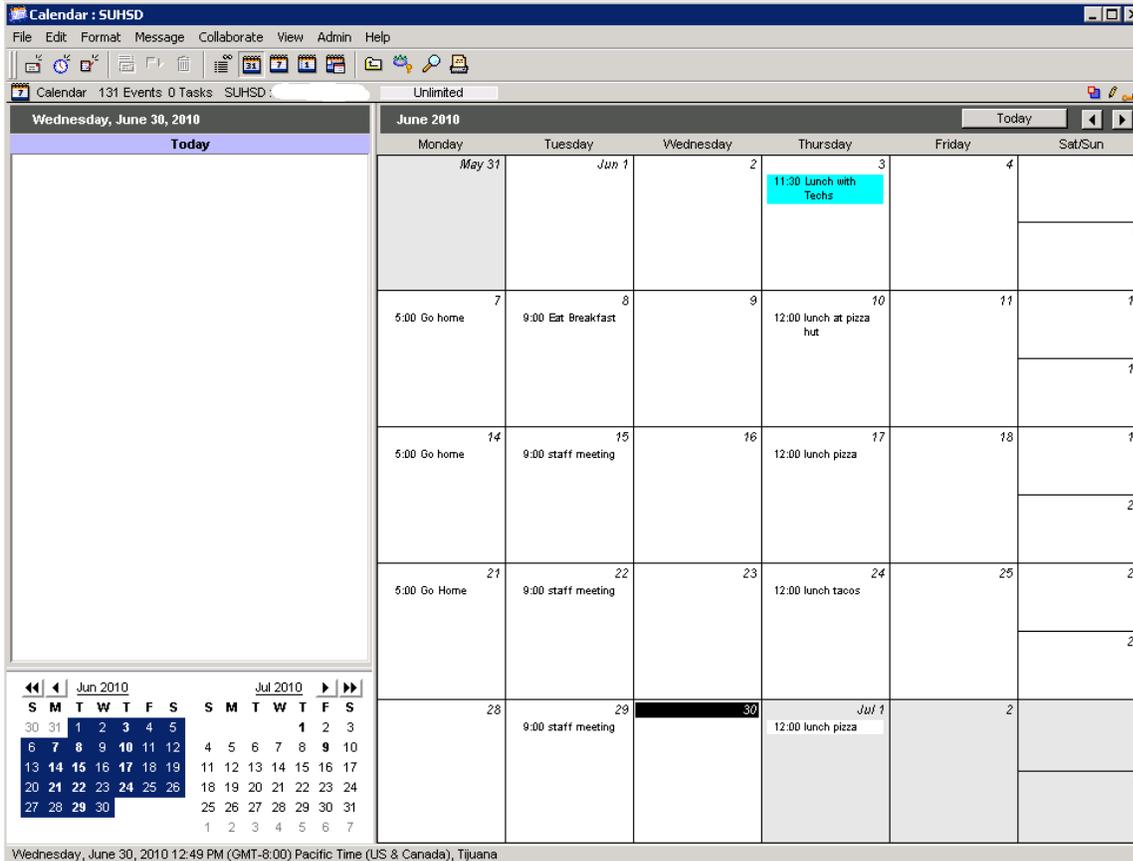
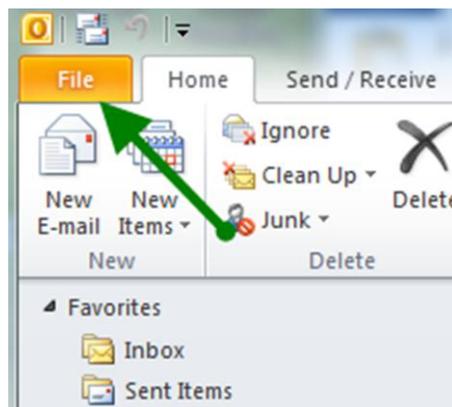


Importing Calendar items:

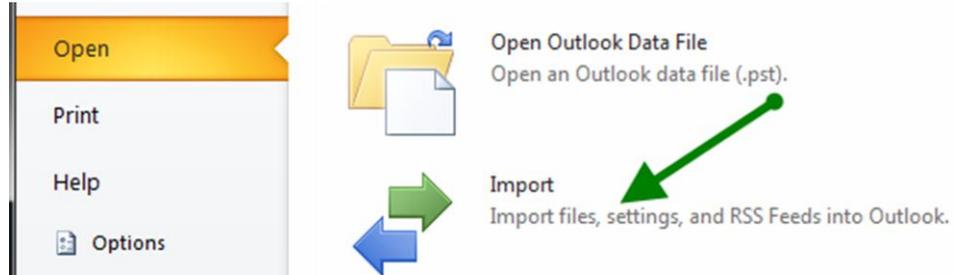


The above Firstclass calendar is an example.

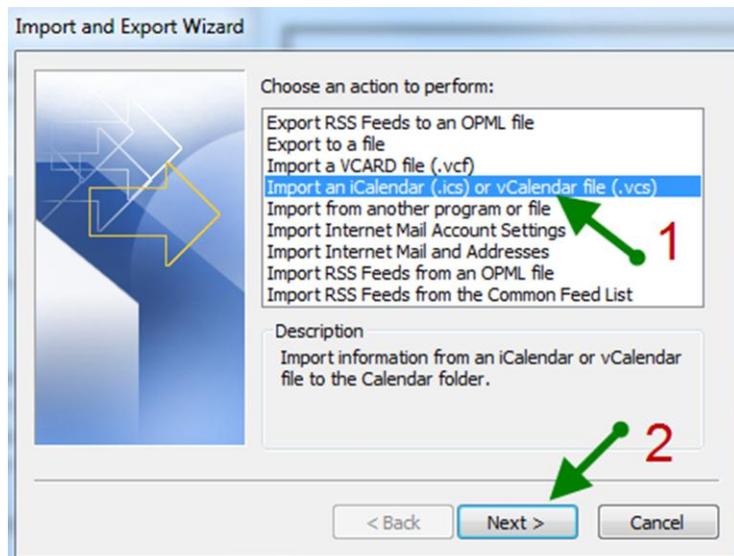
Please open Microsoft Outlook 2010 and go to the "File" menu to open more options.



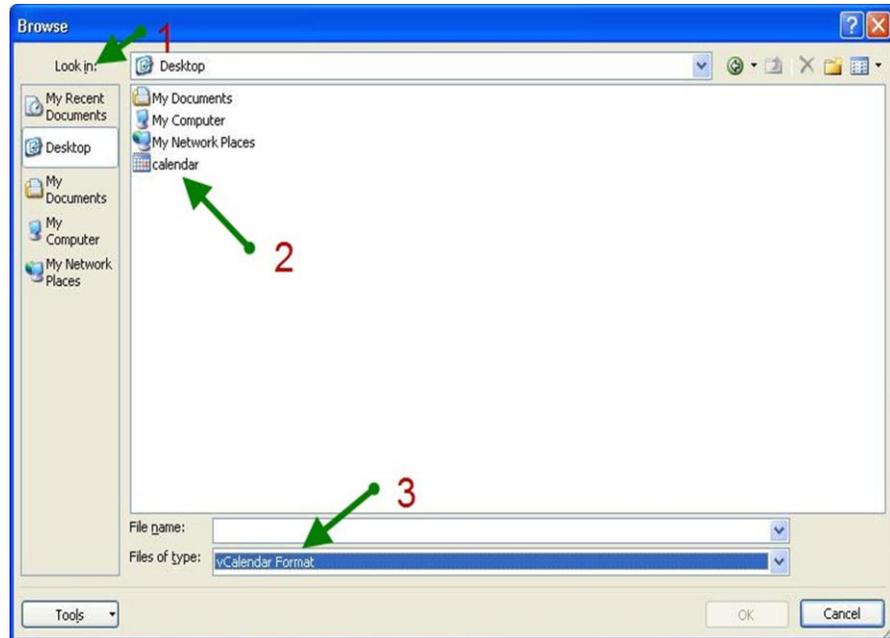
Click "Open"
then click
"Import"



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.



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”.



This is the final result of the import.

