

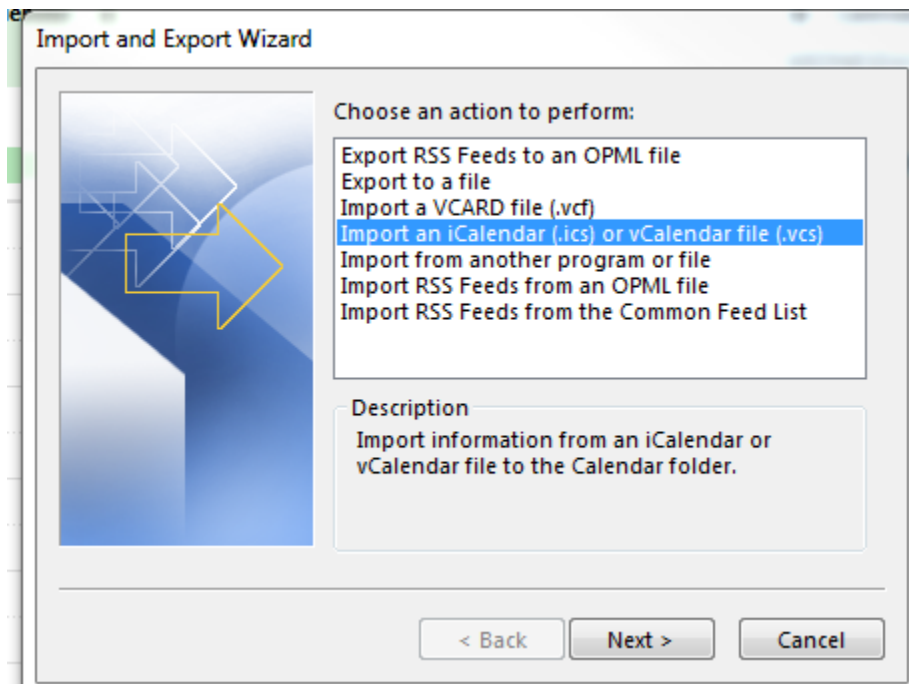
## Importing iCalendar (.ics) file

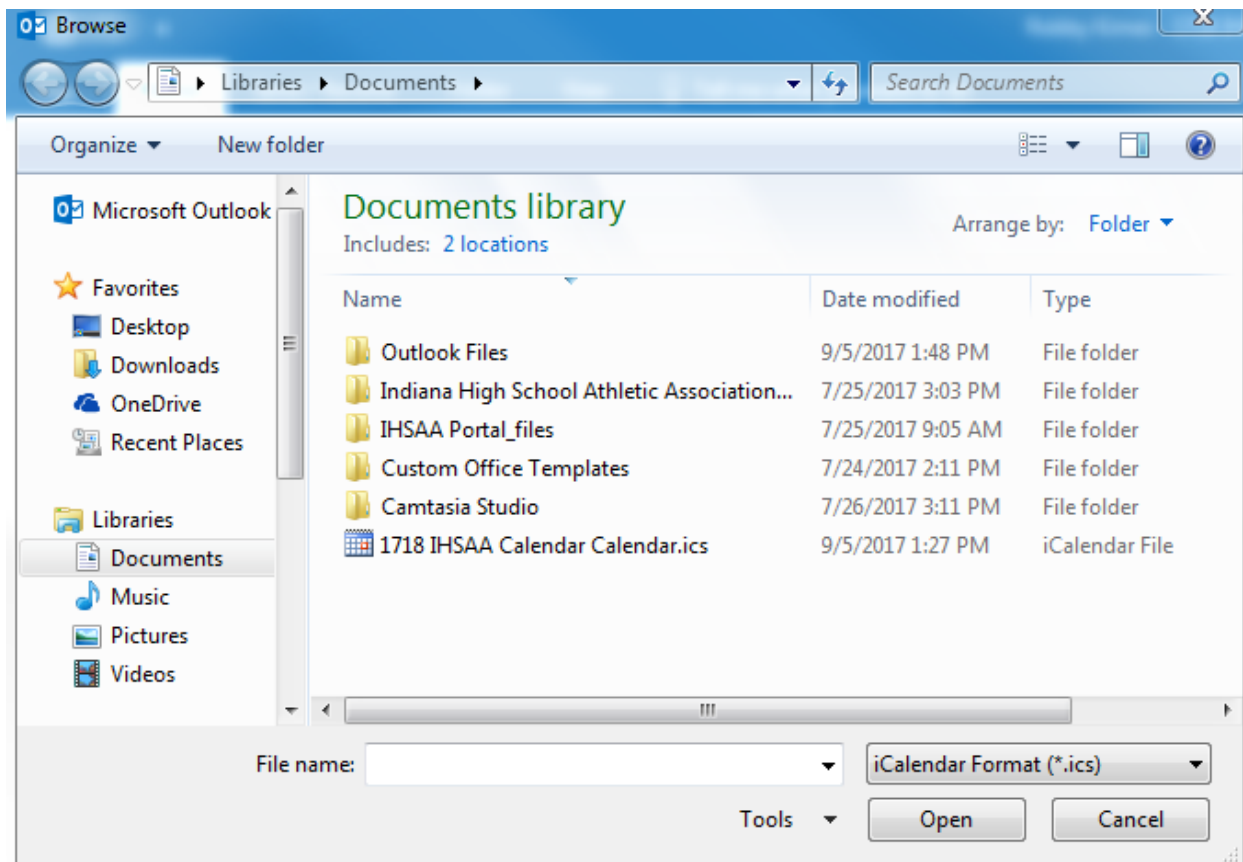
### Outlook 2016

In Outlook 2016 Click on the File Tab > Open & Export

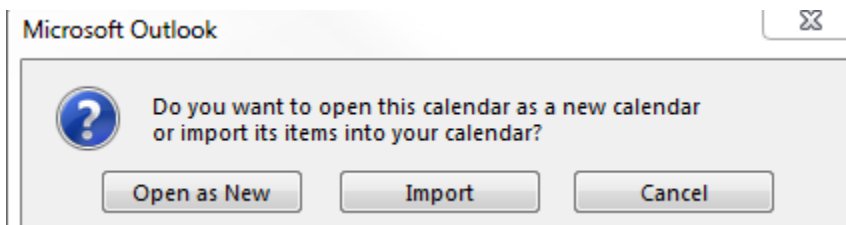
Select the Import/Export Box

Highlight “Import an iCalendar (.ics) or vCalendar file (.vcs)” then click Next





Once the file is chosen you will be asked if you want to open a calendar as new or import the items into your calendar.



When the Open as New is chosen, the file will open as a separate Calendar beside the Personal Exchange Calendar. Click the Import to actually import the data to your calendar.

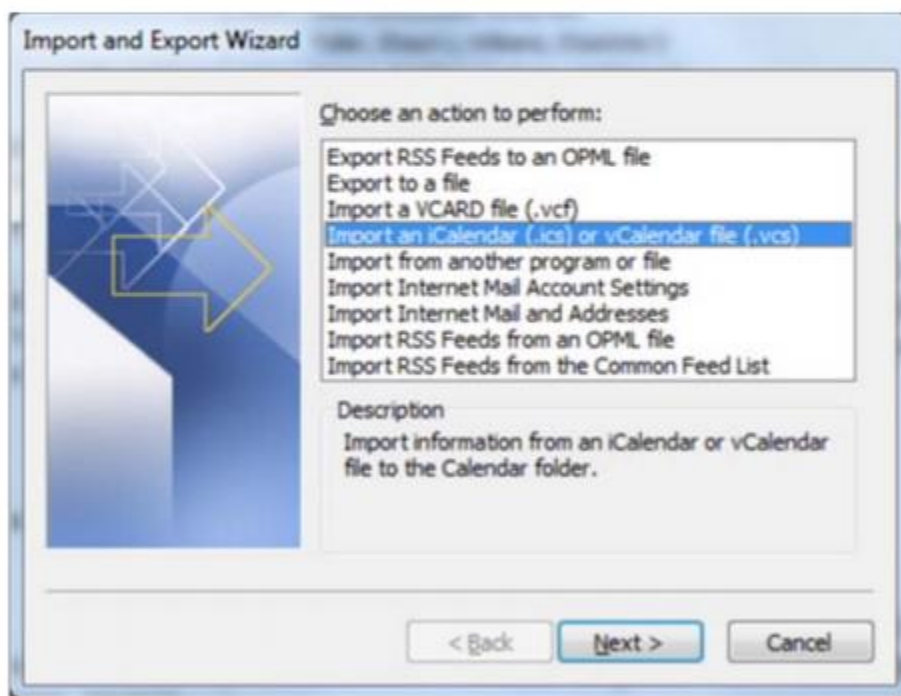
## Importing iCalendar (.ics) file

### Outlook 2010 and 2007

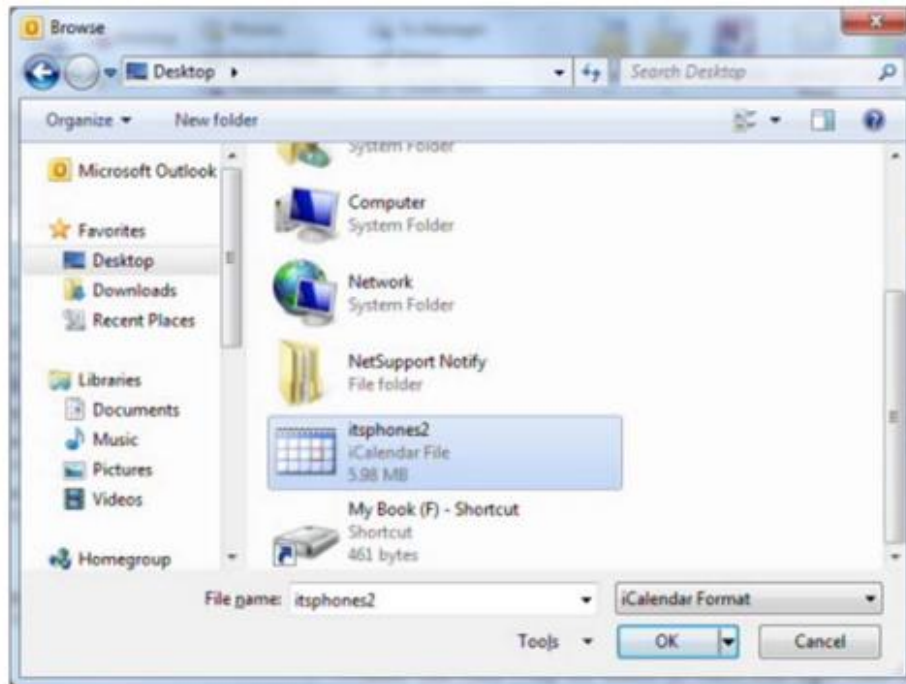
In Outlook 2010 Click on the File Tab -> Open -> Import

In Outlook 2007 Click on the File Menu then click on Import and Export

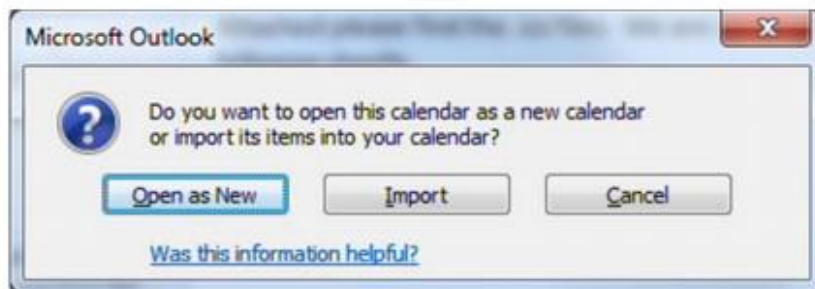
Highlight “Import an iCalendar (.ics) or vCalendar file (.vcs)” then click **Next**



Choose the location where the iCalendar (.ics) file is saved and Click on **Ok**.



Once the file is chosen the data will import to **Open as New** or **Import**



When the **Open as New** is chosen the file will open as a separate Calendar beside the Personal Exchange Calendar. Click the **Import** to actually import the data to your calendar.

## Importing to Google Calendar

To import events from iCalendar or CSV files, just follow these steps:

1. Click down-arrow button at the bottom of the far-left column located next to “Other Calendars” and select **Import Calendar**.
2. Click **Choose File**, and select the file that contains your events, then click **Import**.