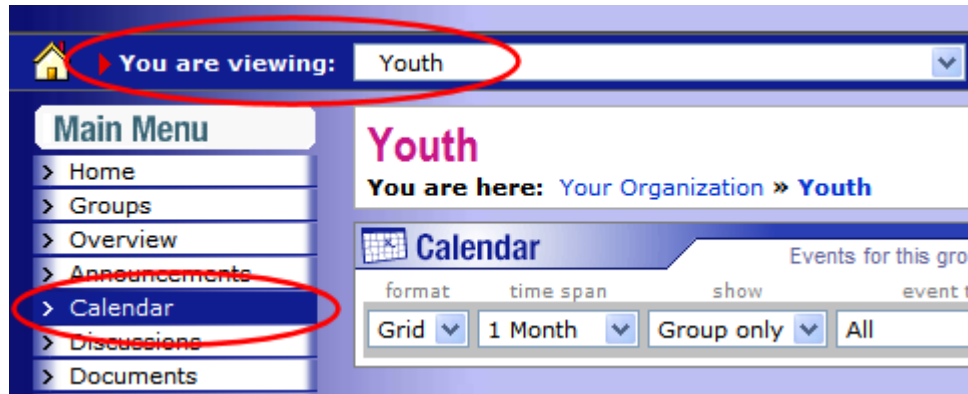
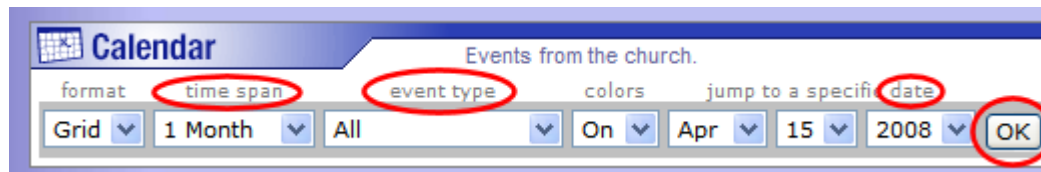


How To Export The Calendar To Microsoft Outlook (or Similar Program)

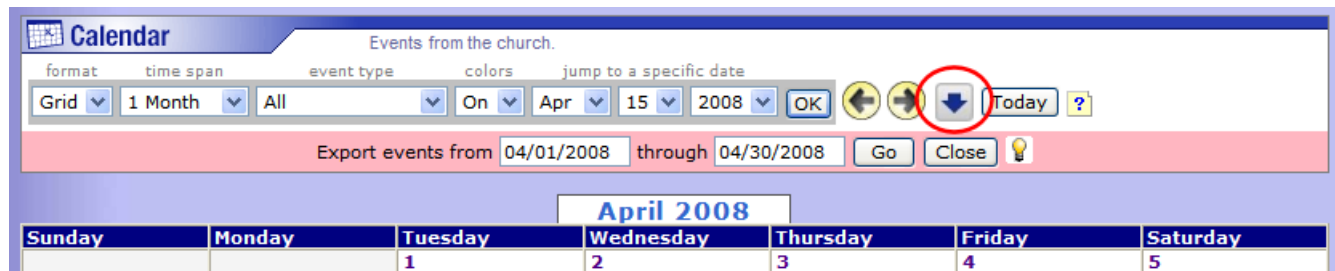
(1) Navigate to the calendar you are interested in.



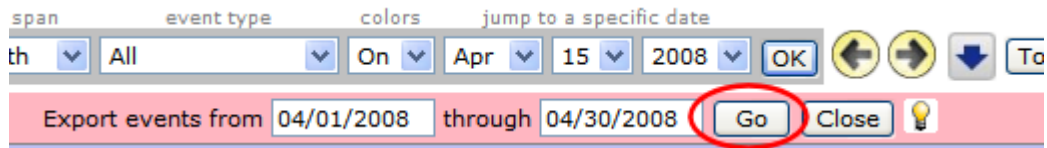
(2) Adjust the date, time span, and other options.



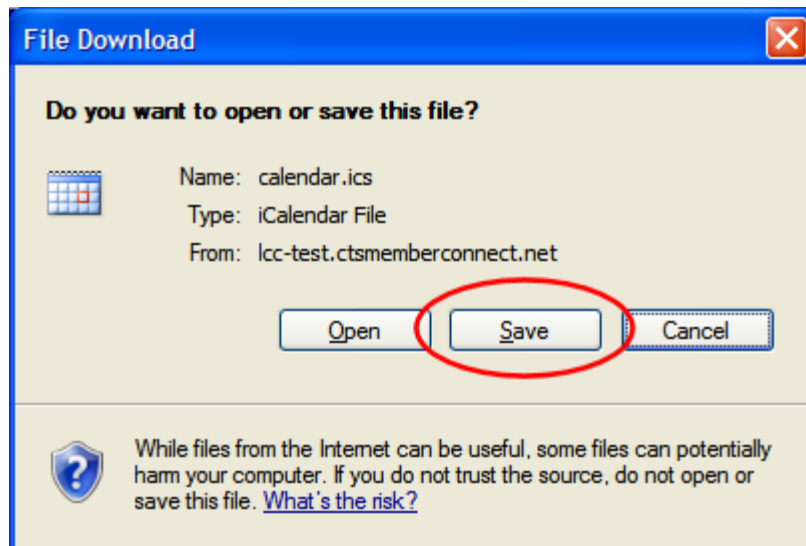
(3) Click the "Export Calendar" button to show the pink export form.



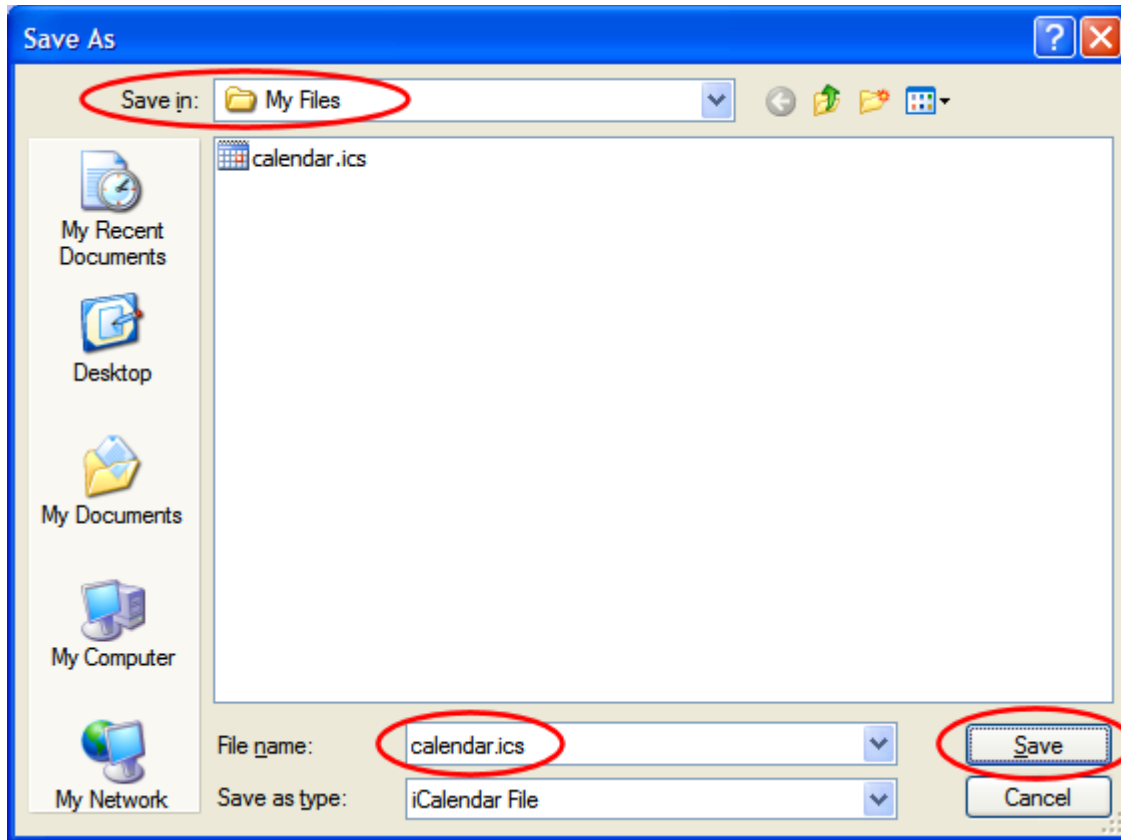
(4) Adjust the start and end dates if desired, then click the "Go" button.



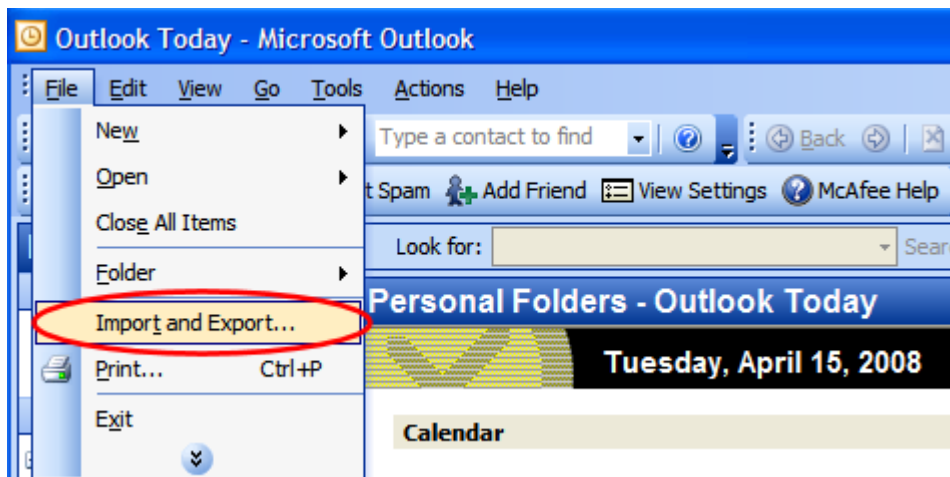
(5) You'll see a "File Download" dialog box. Click the "Save" button.



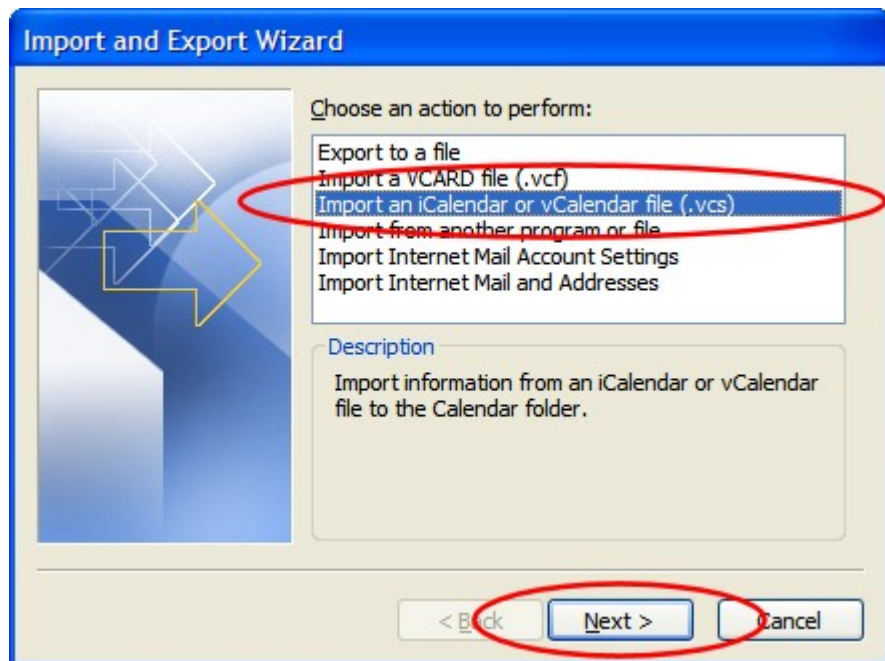
(6) Select a location and type a filename for the "ICS" calendar export file, then click the "Save" button.



(7) Open Outlook and choose "File" > "Import and Export..." from the main menu.



(8) Select "Import an iCalendar..." selection and click "Next".



(9) Locate and select the ICS file saved in step 6, then click "OK". Your events are imported into Outlook.

