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

You are viewing	: Youth
Main Menu	Youth
> Home	You are here: Your Organization & Youth
> Groups	Tou are nere. Tour organization # Touth
> Overview	Calendar Events for this area
> Announcements	format time coan show events
Calendar	a the span show event of
> Discussions	Grid 💙 1 Month 💟 Group only 💟 All
> Documents	

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

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

📧 Calendar	Events from the church.	
format (time span)	event type colors jump to a specificate	~
Grid 💙 1 Month 💌 Al	I 🔹 On 💌 Apr 💌 15 💌 2008 💌 🖸	эк)

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

Calendar	Eve	ents from the church.					
format time spar	n event type	colors ju	mp to a specific date 15 2008 		Today ?		
	Export events from 04/01/2008 through 04/30/2008 Go Close						
	April 2008						
Sunday I	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	

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

s	pan	event type	colors	jump	to a specific date			
tł	n 💌 All		🗸 On 🗸	Apr 🗸	15 💌 2008	v 0	K 🗲 🔿	🗲 🔽
	Export e	vents from	04/01/2008	through	04/30/2008 🤇	Go	Close 💡	

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

File Download	ĸ						
Do you want to open or save this file?							
Name: calendar.ics Type: iCalendar File From: lcc-test.ctsmemberconnect.net Open Save Cancel							
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?							

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

Save As		? 🗙
Save in:	: 🗀 My Files 🔹 🕑 🗊 🕬 🛄 🕶	
My Recent Documents	alendar.ics	
Desktop		
My Documents		
My Computer		
	File <u>n</u> ame: calendar.ics	Save
My Network	Save as type: iCalendar File	ancel

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

Q	🕒 Outlook Today - Microsoft Outlook								
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F	Import and Export			reison		s - Oullo	OK TOUAY		
	8	Print	Ctrl+P			Tuesday,	April 15, 2008		
		Exit		Calend	ar				
6		*							

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

Import and Export Wiz	ard
	Choose an action to perform: Export to a file Import a VCARD file (.vcf) Import an iCalendar or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Description Import information from an iCalendar or vCalendar file to the Calendar folder.
	< Book Next > Dancel

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

Browse							? 🗙
Look <u>i</u> n:	My Eiles		~	🄄 - 🖄	🕄 🗙 (道 🎹 т То	oļs -
My Recent Documents	Calendar.ic	s					
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	Files of type:	iCalendar Format	(*.ics)			*	Cancel

ShowMe-Calendar-Export.odt / April 15, 2008