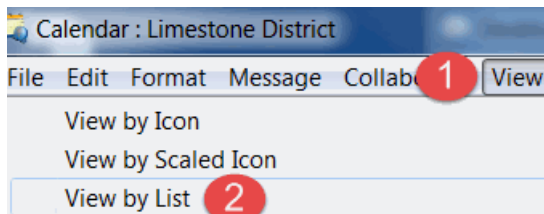


Transferring FirstClass Calendar to Office 365 Outlook

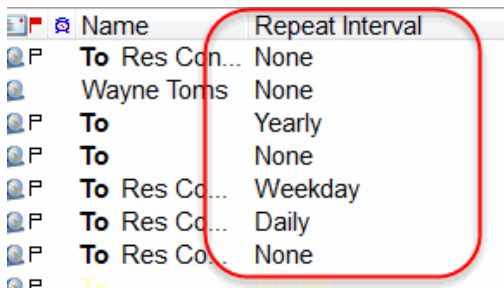
- You must use a Windows computer (desktop/laptop) that has Outlook 2016 to import the calendar that was exported from FirstClass. This procedure cannot be accomplished by accessing the web version of Office 365.
- FirstClass only exports the first entry in the series of recurring events. Only the first event in the series will be imported into your O365 calendar. This means that you will need to manually recreate the recurrences (daily, monthly, etc.) and resend invitations to the list of attendees (if any).

STEP 1: IDENTIFY RECURRING CALENDAR ENTRIES IN FIRSTCLASS

- From within **FirstClass**, open your calendar. Click on **View > View by List**.



- If a meeting is recurring, you will be able to see this in the **Repeat Interval column**. If there is anything other than **“None”** in this column, only the first event will export.



The screenshot shows a table with two columns: 'Name' and 'Repeat Interval'. The 'Repeat Interval' column is highlighted with a red rounded rectangle. The table contains the following data:

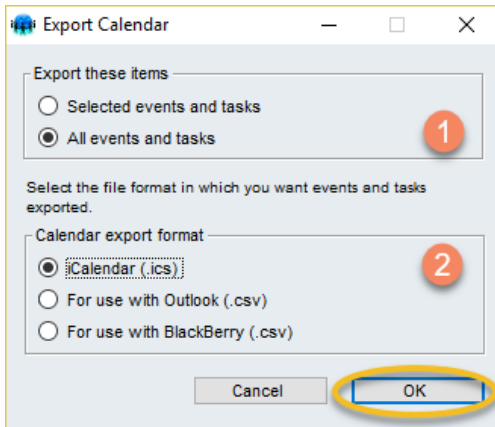
Name	Repeat Interval
To Res Con...	None
Wayne Toms	None
To	Yearly
To	None
To Res Co...	Weekday
To Res Co...	Daily
To Res Co...	None

STEP 2: EXPORT

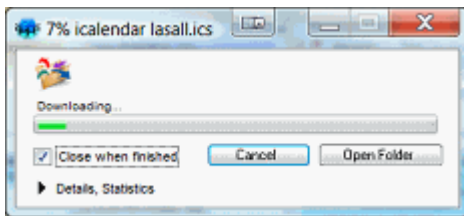
The export does not remove or alter any events/meetings on your FirstClass calendar.

- From within **FirstClass**, open your **calendar**.
- Choose **File > Export**.

- Under Export Calendar, select **All events and tasks**, and **iCalendar (.ics)**, and click **OK**.

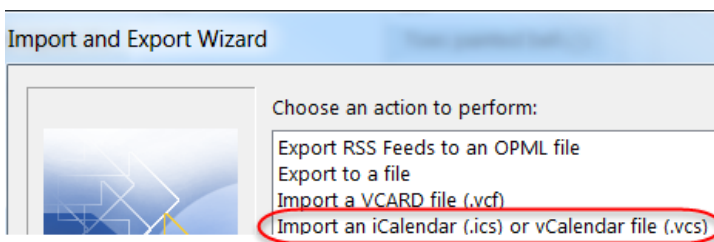


- Select the location where you want the file to be saved and click **Save**. The transfer window will appear.

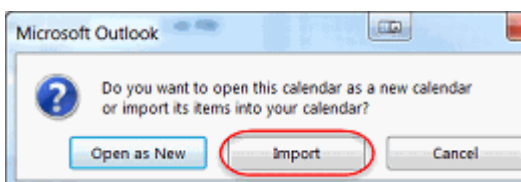


STEP 3: IMPORT TO O365 OUTLOOK CALENDAR

- Launch **Outlook 2016** from a computer (desktop/laptop) not from a web browser.
- Click **File > Open & Export > Import/Export**. This starts the Import and Export Wizard.
- Choose Import an **iCalendar (.ics)** and then click **Next**.



- Browse to the .ics file you want to import (created in Step 2) and click **OK**.
- Select if you wish to **Import the entries**.



- A box will open up showing you the progress of your import. When it is complete, you will see your calendar with the new entries added.