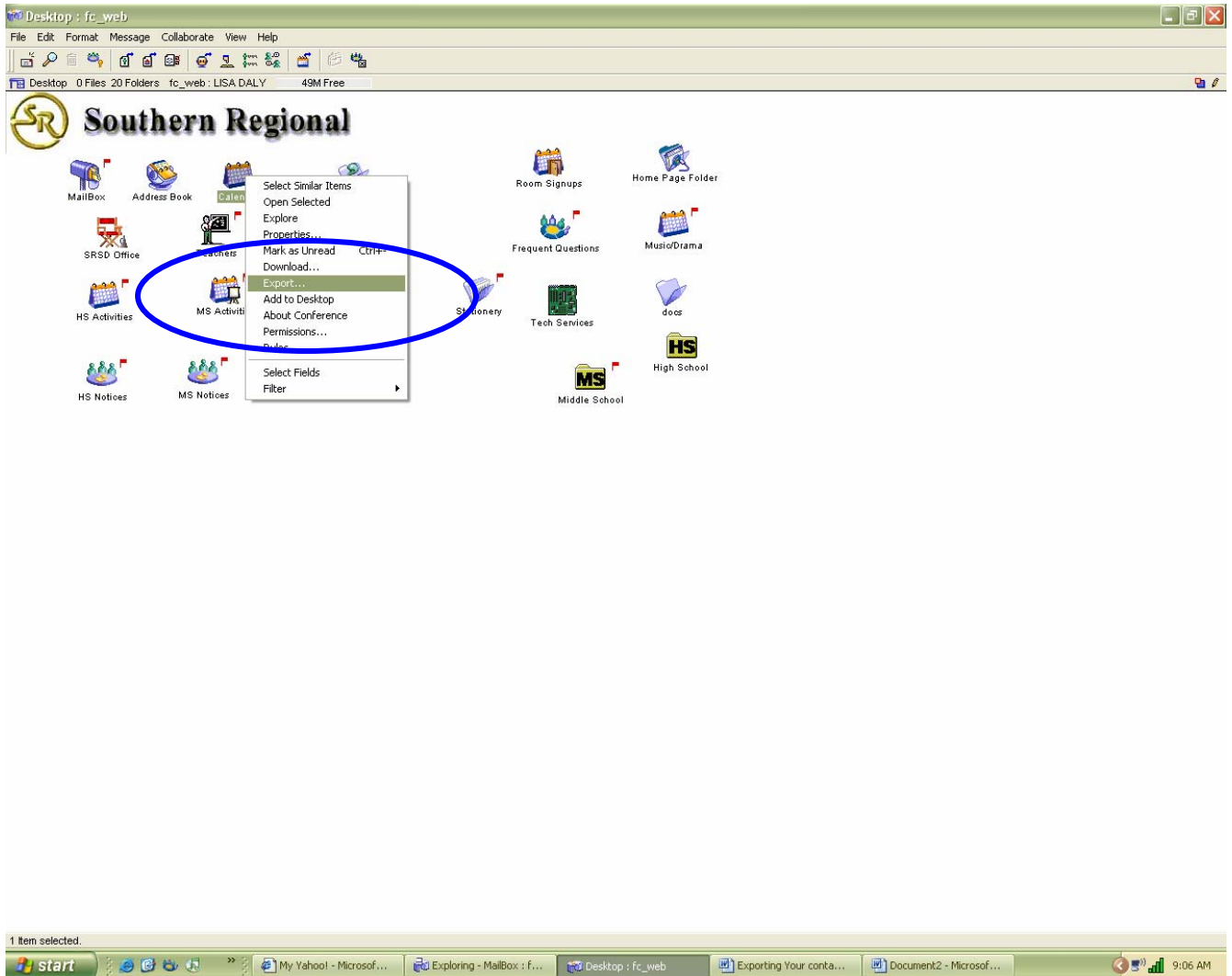


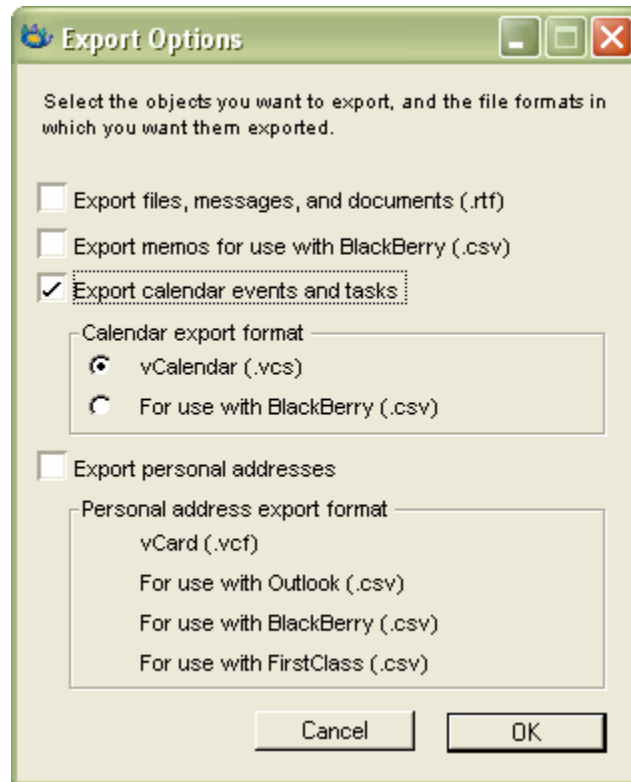
## Exporting your Calendar from First Class to Outlook

Note: You must first configure the Outlook client to export your Address Book or Calendar events. See **Configuring the Outlook client**:

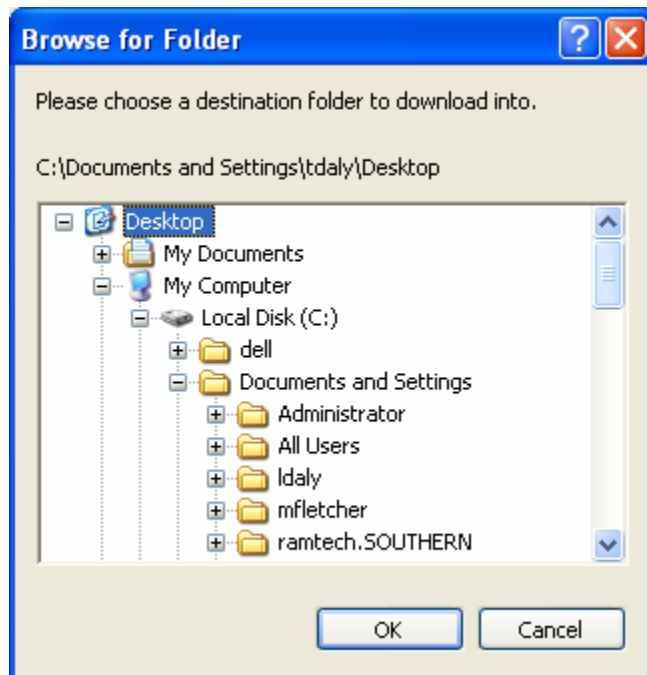
On the First Class desktop right click on your Calendar and choose export:



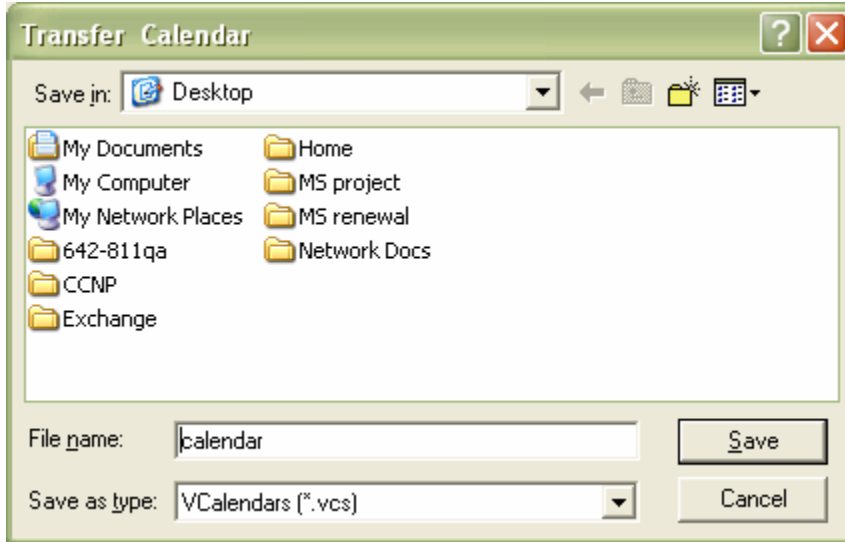
Choose the settings shown below:



Click OK and then save the file to your desktop so you can easily find it:

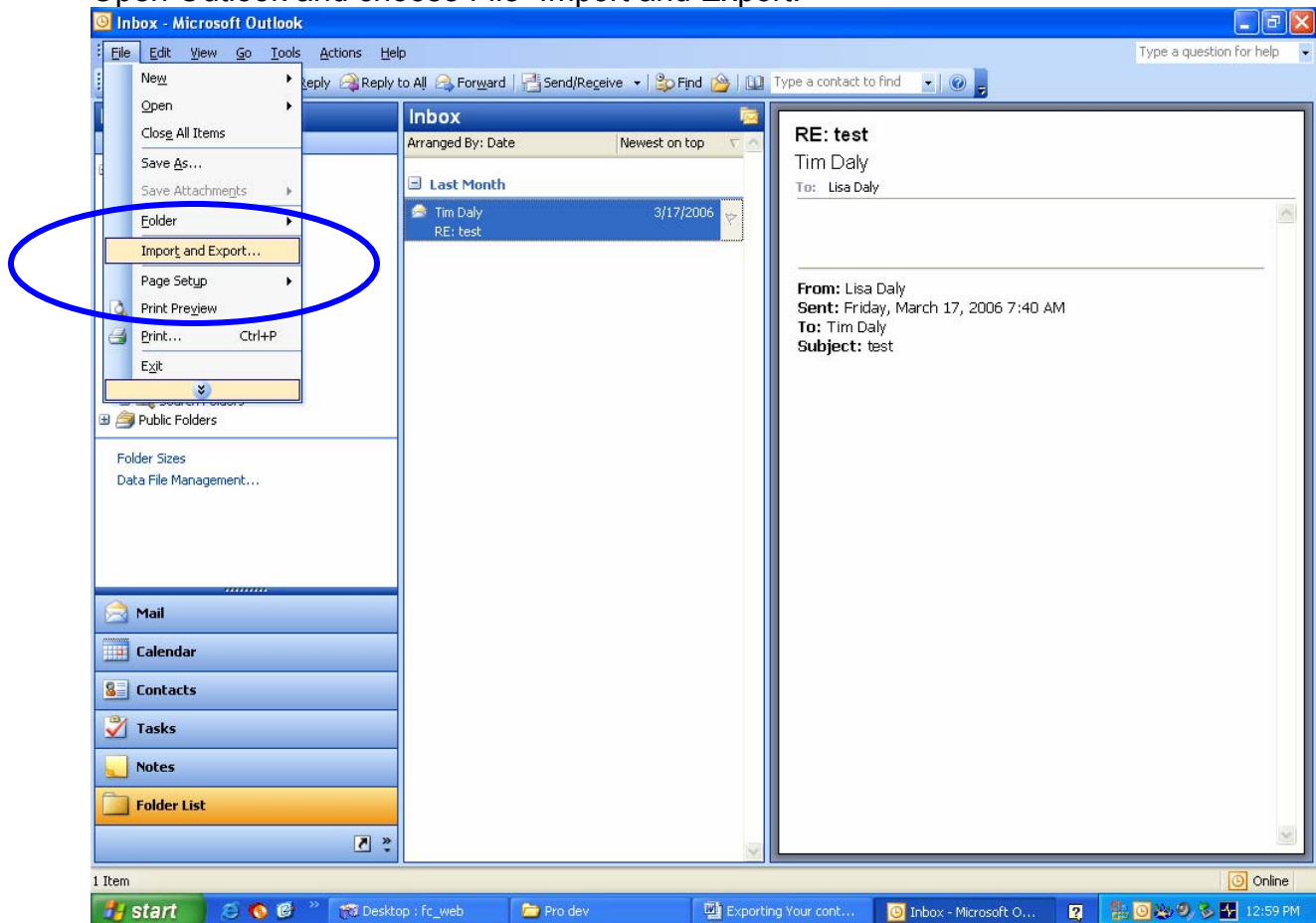


Choose a file name such as **calendar**:

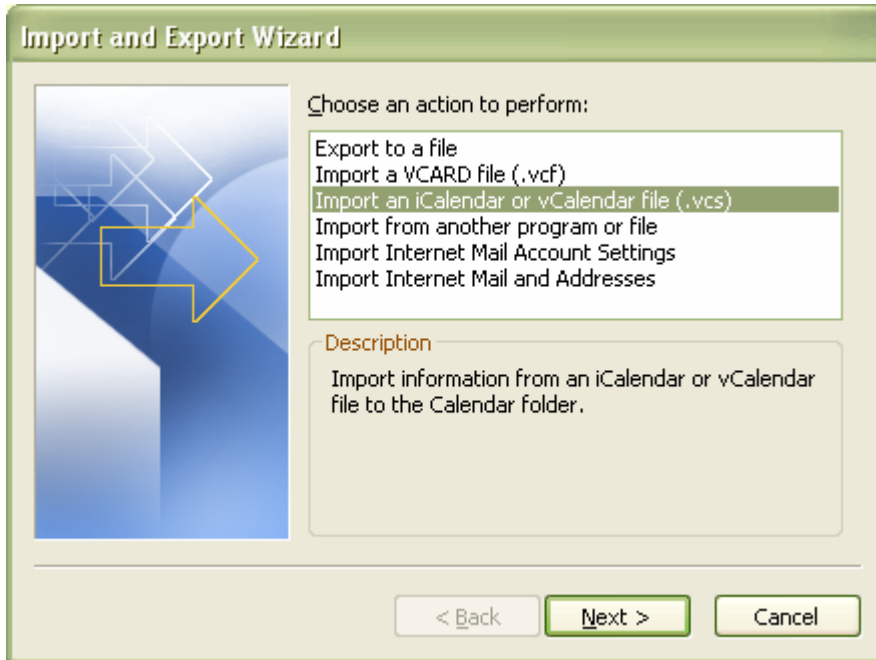


Click Save

Open Outlook and choose File>Import and Export:

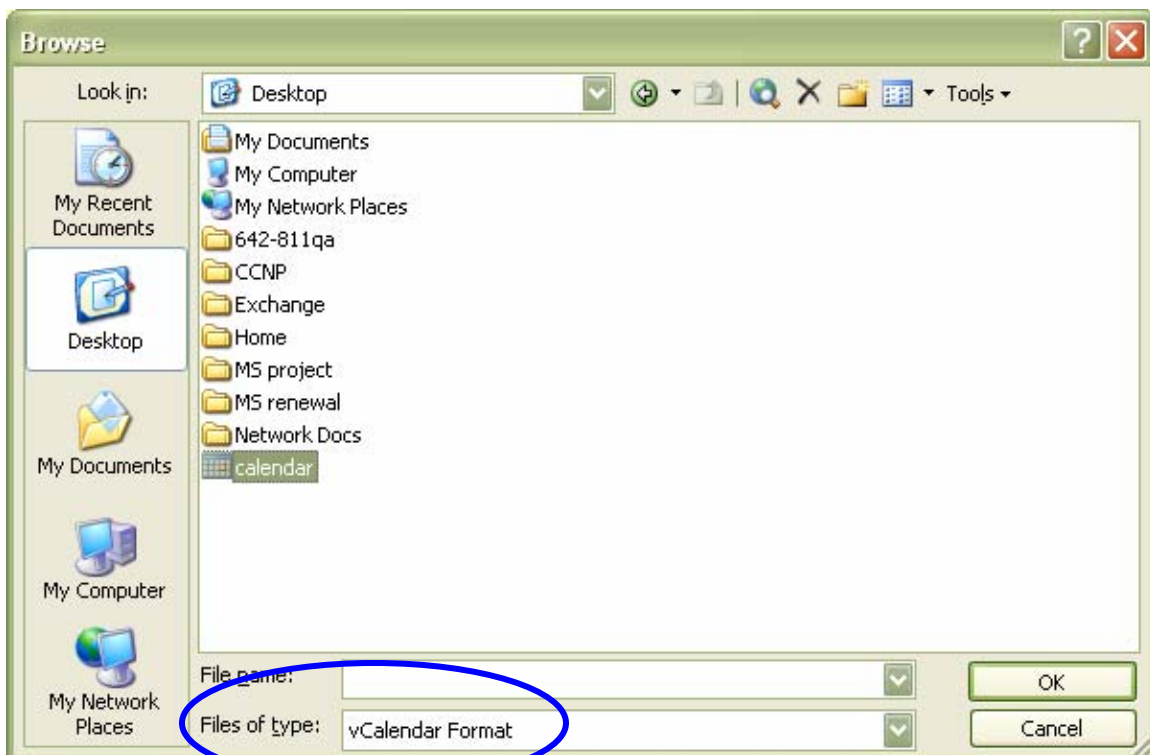


Choose the option highlighted below:



Click the next button

Browse to your desktop and select the file you created choose vCalendar as the file type:



You have now successfully exported your calendar from First Class to Outlook.  
Congratulations!