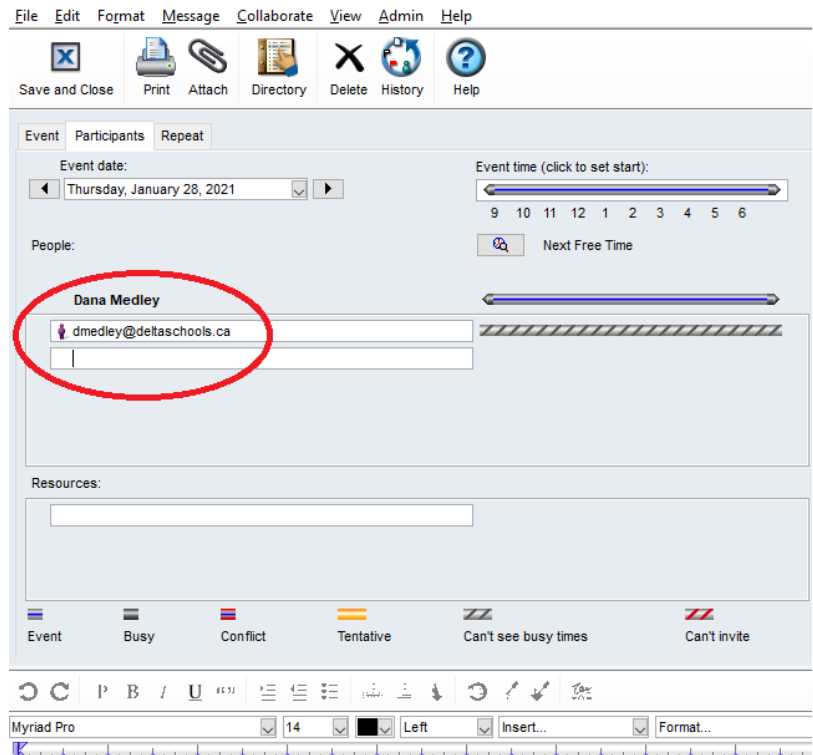


## Office 365 - Migrating FirstClass Calendars

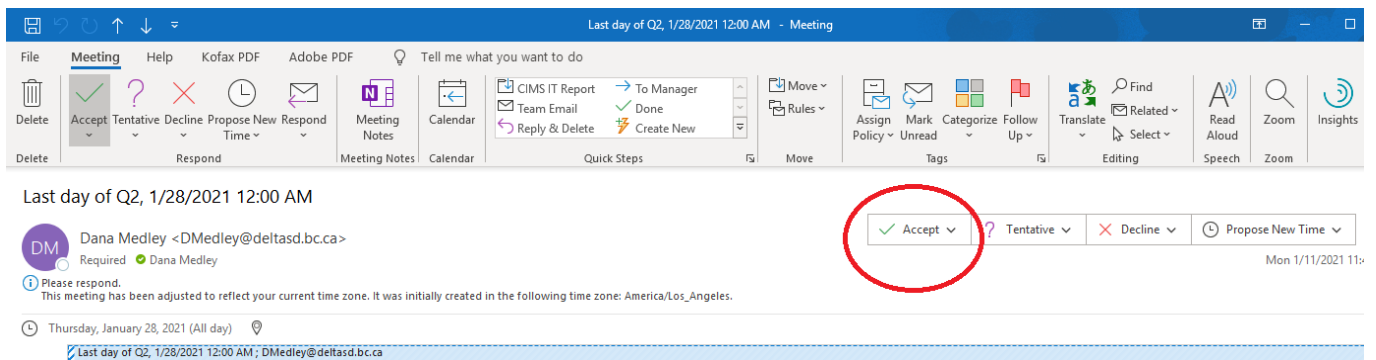
### Option 1 - Sending Calendar Entry to Outlook

If you don't have many calendar entries that you need to import, you can send yourself any meetings from your FirstClass calendar and accept them in Outlook. This will add them to your calendar. To do this:

1. Open your FirstClass calendar item and click on the Participants tab
2. Type your **Outlook email address** in the People: field
3. Press the **Save and Close** button



4. An email will be sent to your Outlook. Open the email message and click the **Accept** button to add this item to your Outlook calendar.

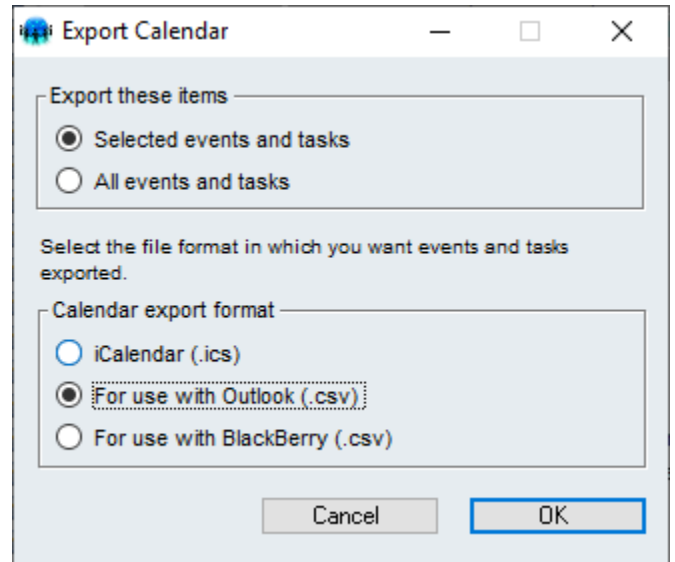


## Option 2 – Exporting Calendar Entries from FirstClass and Importing them into Outlook

Here are the steps to export your Calendar entries from FirstClass and import them into Outlook.

### From FirstClass

1. Login to FirstClass
2. Open to your Calendar folder
3. Go to **View>View by List** to see your calendar items in list format. Sort them by date in order.
4. Select the calendar entries you want to export.
5. Go to **File>Export**
6. Choose **Selected events and tasks** and **For use with Outlook (.csv)** and click **OK**
7. Save the .csv file to a location on your computer that you can find later.

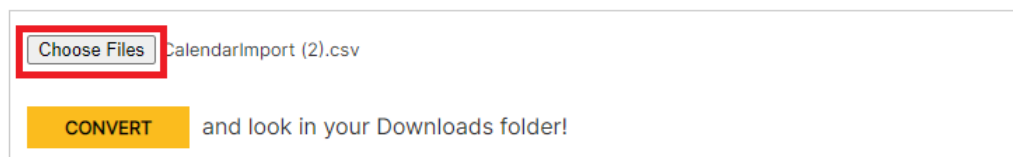


### Convert the CSV file to ICS

1. Go to <https://manas.tungare.name/software/csv-to-ical/>
2. Click Choose Files and select the .csv file you saved previously.
3. Click the Convert button. The .ics file will be created and saved in your Downloads folder.

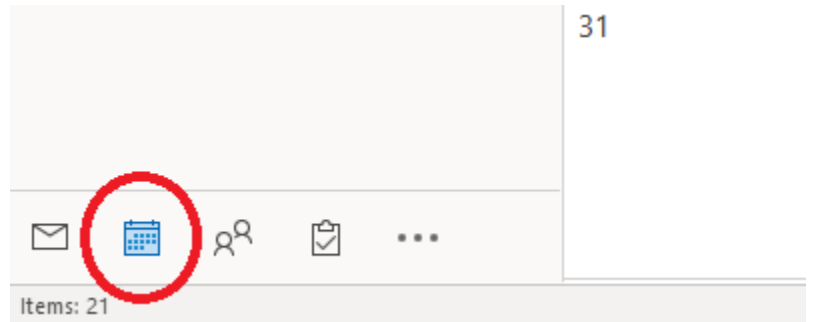
## CSV to iCal Calendar Convertor

Use this tool to convert a calendar from the CSV format (commonly used by Yahoo Calendar and Microsoft Outlook) to the iCalendar format (used by Google Calendar, iPhone, and iCal).

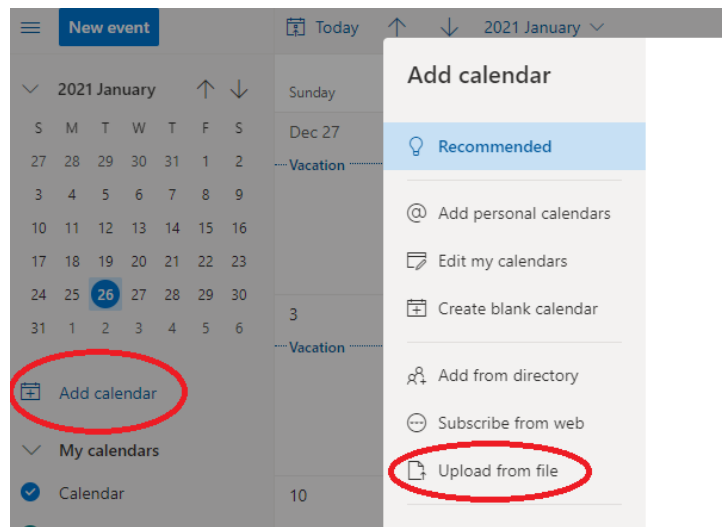


## To Outlook

1. Open Outlook using:  
<https://portal.office.com>
2. Click on the Calendar icon that can be found at the bottom of your Navigation bar to open your calendar.



3. Press to **Add Calendar>Upload from File** button.



4. Browse to the file that you saved previously. Select the calendar that you want to import to. And the press **Import**.

Your Calendar entries will be imported.

### Upload from file

Import events from an .ics file by dragging it here or by browsing this computer.

icalendar.ics Browse

Calendar ▼

Import
Discard