

Migrating CalAgenda to Outlook

Before you begin

This process has two steps:

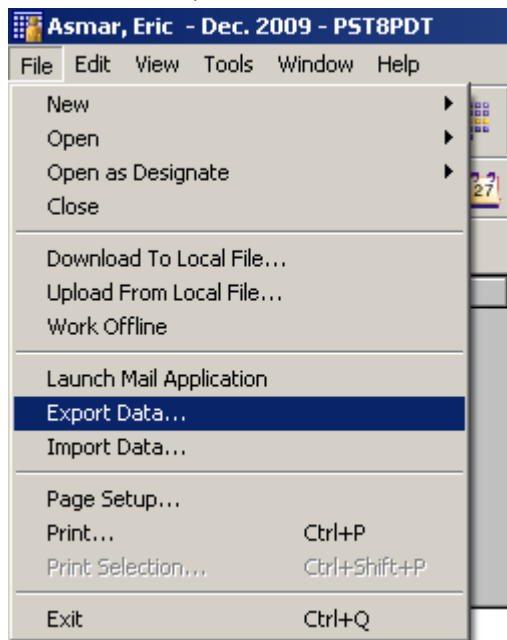
1. Export from CalAgenda
2. Import to Outlook Calendar

Only do this process once! If you export your CalAgenda to Outlook more than once, you will create duplicate entries, which you would have to delete manually.

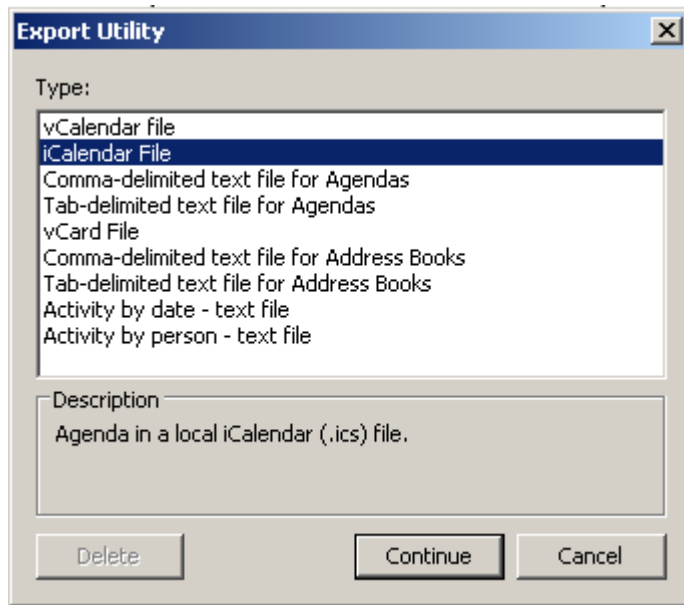
If you need help, contact the Helpdesk! helpdesk@haas.berkeley.edu, 642-0434.

Step 1: Export from CalAgenda

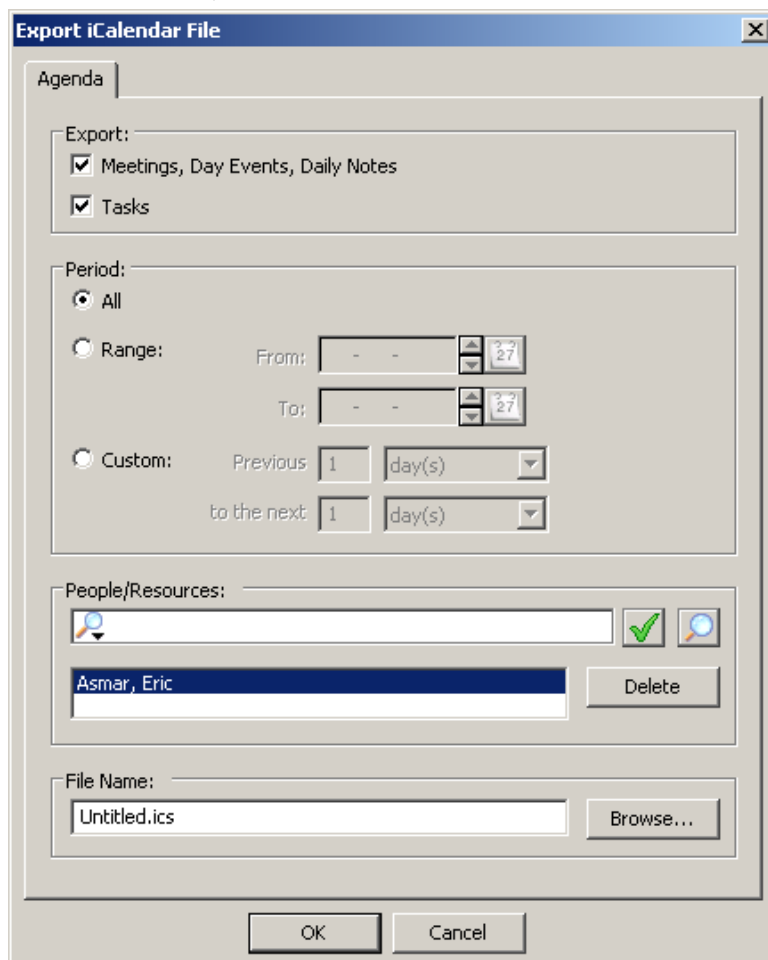
1. Open CalAgenda
2. Select "File=>Export Data"



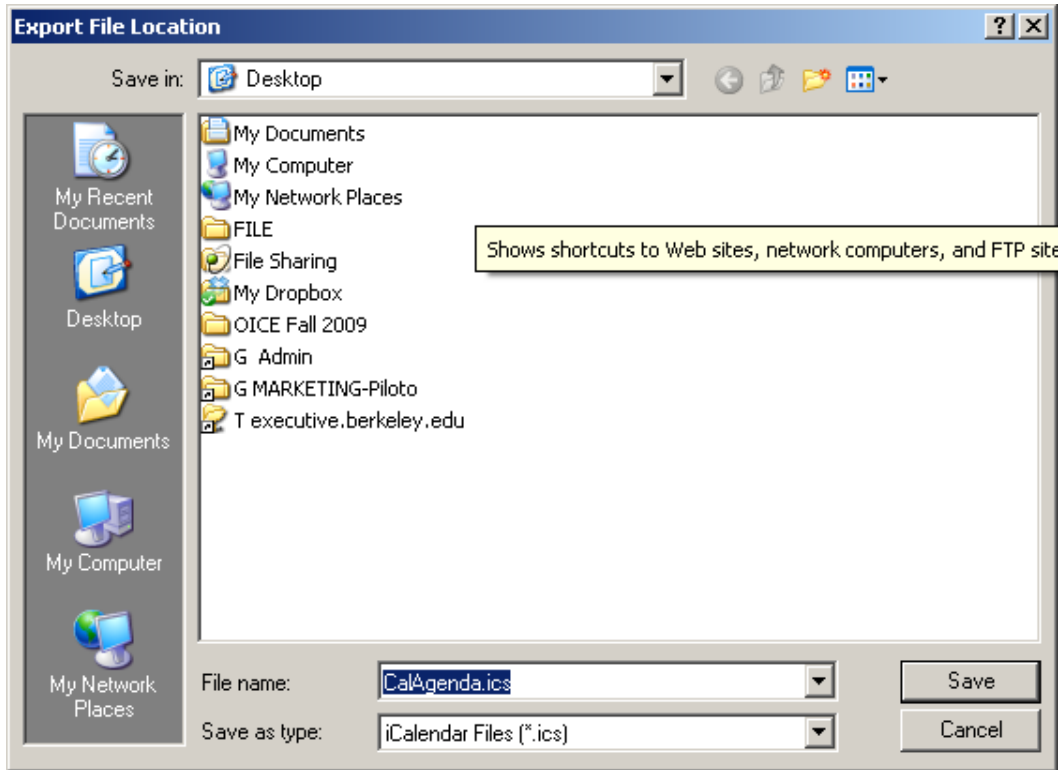
3. A popup will appear. Select “iCalendar File” and click “Continue”



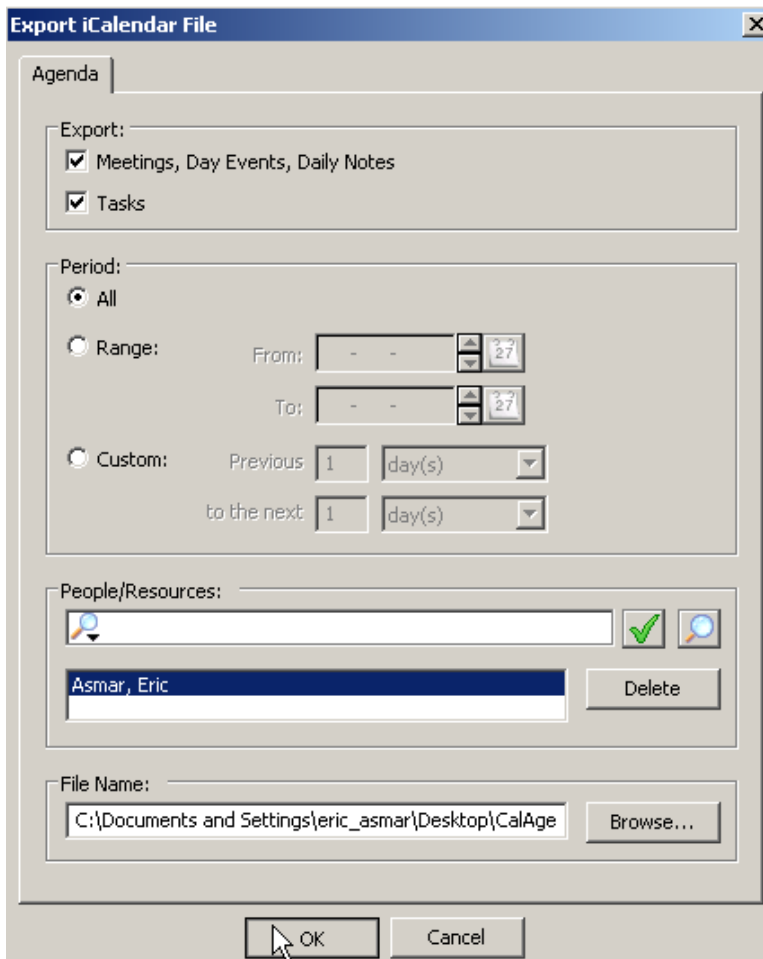
4. Select “All” in the “Period” section.
5. Make sure “Meetings, Day Events, Daily Notes” and “Tasks” remain checked off.
6. Under “File name,” click “Browse”



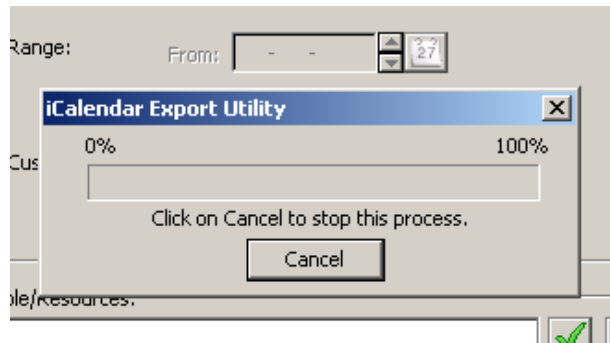
7. Under “File Name,” type in “Calagenda.ics” and save to your Desktop.
⇒ This will help you find it later.



8. Click OK



9. It may take several minutes to export. This screen will disappear when the export is complete.



10. After that the popup disappears, double check to make sure Calagenda.ics is on your desktop.

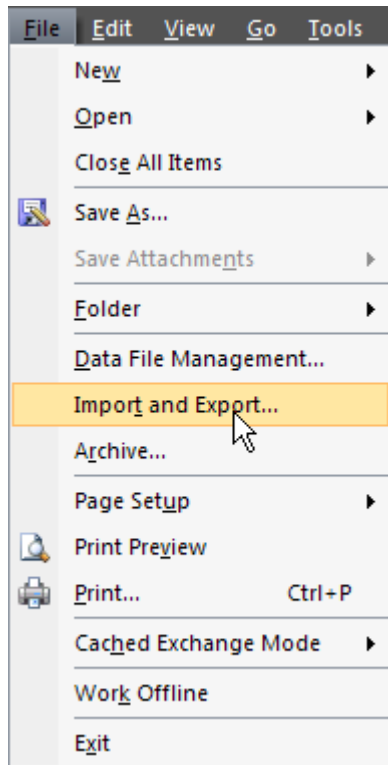


CalAgenda.ics

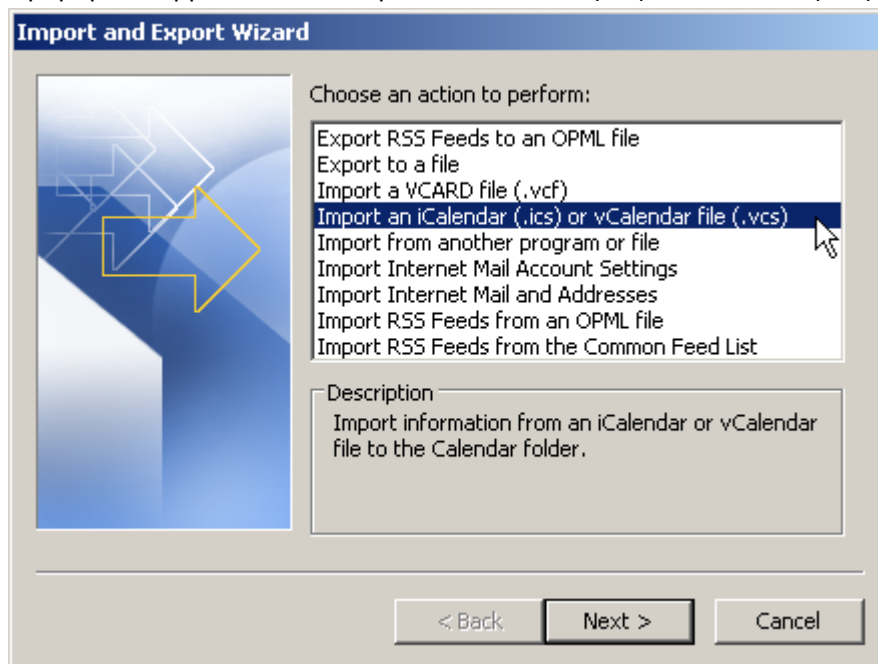
You have now exported from CalAgenda!

Step 2: Import to Outlook

1. Open Outlook
2. Select "File=>Import and Export"

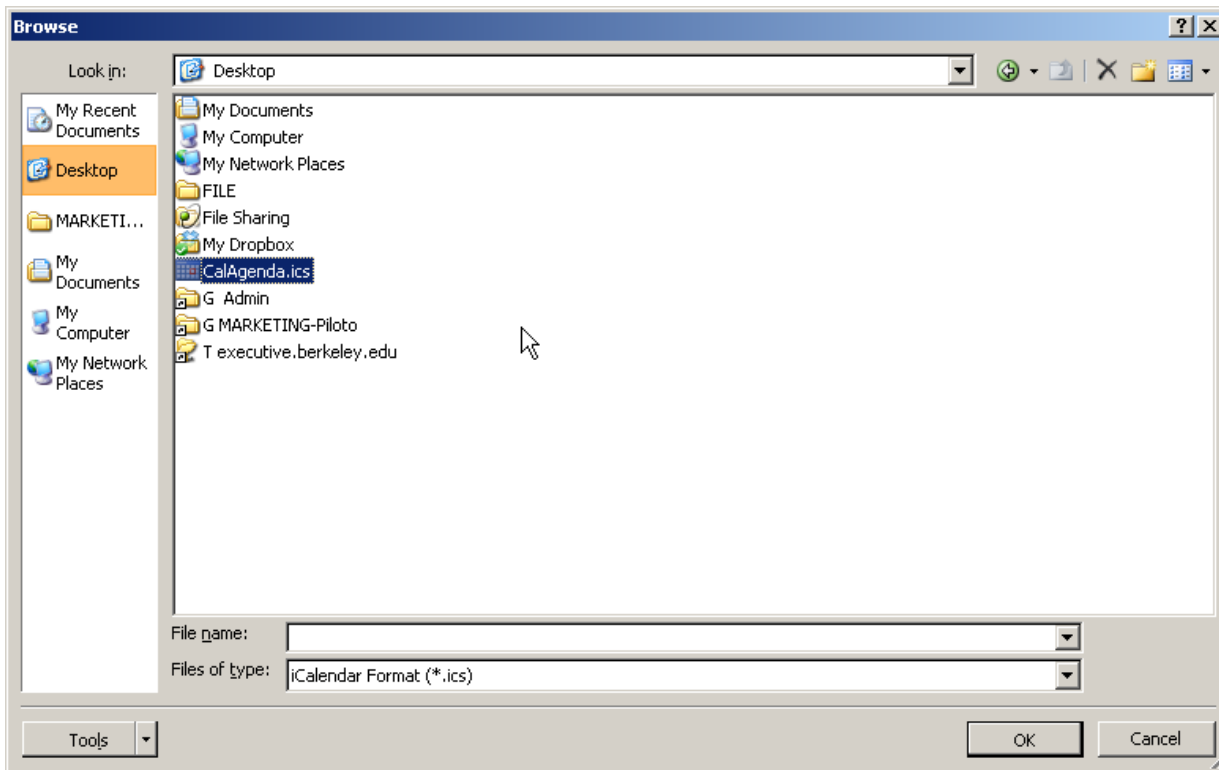


3. A popup will appear. Select "Import an iCalendar (.ics) or vCalendar (.vcs).

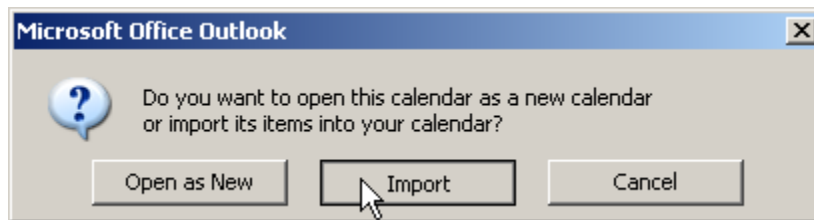


4. Click "Next"

5. Select the “Calagenda.ics” file you saved to your desktop
6. Click “OK”



7. A popup will appear. Click “Import.” **Only click it once!**



Congratulations!

You are finished!

To see your new calendar, click the “Calendar” tab in the bottom left corner of Outlook.

