SJCSDInfoTech

Export FirstClass Calendar Appointments - Windows

 A note on importing Calendar events into Office 365- If you import recurring events into your Office 365 calendar, only the first event in the series of events will be imported. You will need to manually recreate all recurrences and invitees. Because of this, there is limited benefit to importing your FirstClass calendar events into Office 365. We recommend using your existing calendar items as a template to manually populate your new Office 365 calendar.

1. Before proceeding, verify that you do not have any calendars nested underneath your primary Calendar. To see any calendars that might be nested underneath your primary calendar click the "+" symbol to the left of the word "Calendar" as shown below. Any entries that are directly below your calendar, and shifted to the right will be nested calendars.
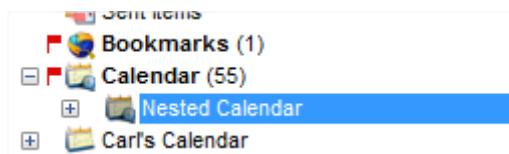
You will need to move any nested calendars to your FirstClass desktop before exporting them. This can be accomplished by right-clicking the nested calendar(s), selecting "Move to folder…", clicking the "Desktop" icon on the "Move to Folder" window, and clicking the "OK" button.

2. To begin your export, locate the "Calendar" icon on your FirstClass desktop and double-click the icon to open your calendar.

Figure 1: Calendar Icon

3. Depending on how you use your calendar you might have recurring events which are configured to span a period of time or recur on certain dates and times. **CRITICAL – FirstClass only allows you to export the first entry in the series of recurring events. This means that you will need to manually recreate the recurrence properties (daily, monthly, etc) and resend invitations to the list of attendees (if any).**

NOTE: To determine if an event is recurring or not you can simply look at the event entry for the recurring event icon to appear on the event:

Figure 2: Recurring Event Icon

4. Highlight the calendar calendar you wish to export. Click on "View" in the menu bar and choose the option for "View by List" from the dropdown menu.
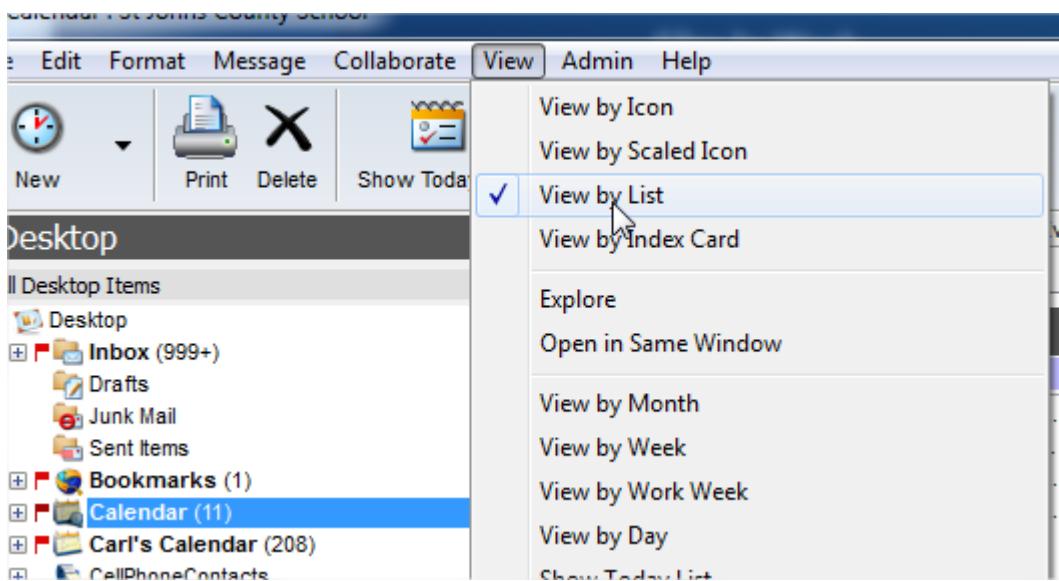
5. Your calendar should now be displayed in list form. Click on the top item in the list, then press the "Ctrl" and "A" keys at the same time. All items in the list should show as selected.

6. Right click on any of the highlight items and choose "Export" from the menu.
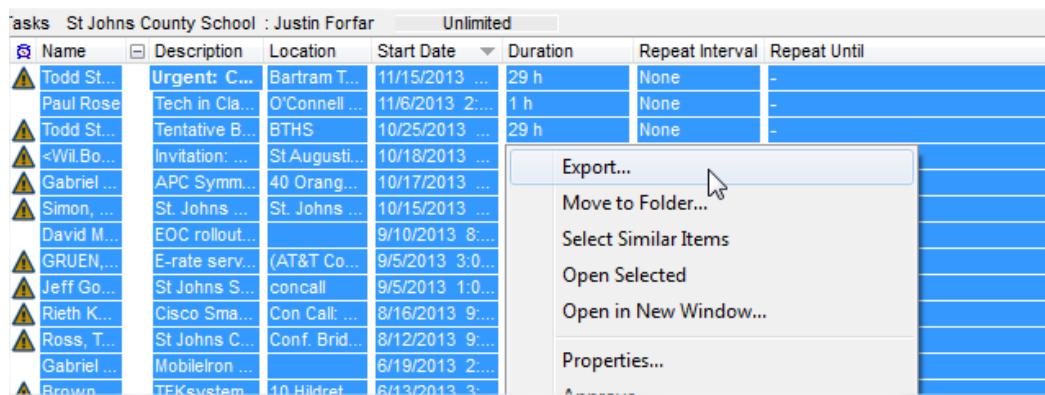
7. Select the radio buttons for "Selected events and tasks" and "iCalendar (.ics)" and click on the "OK" button.
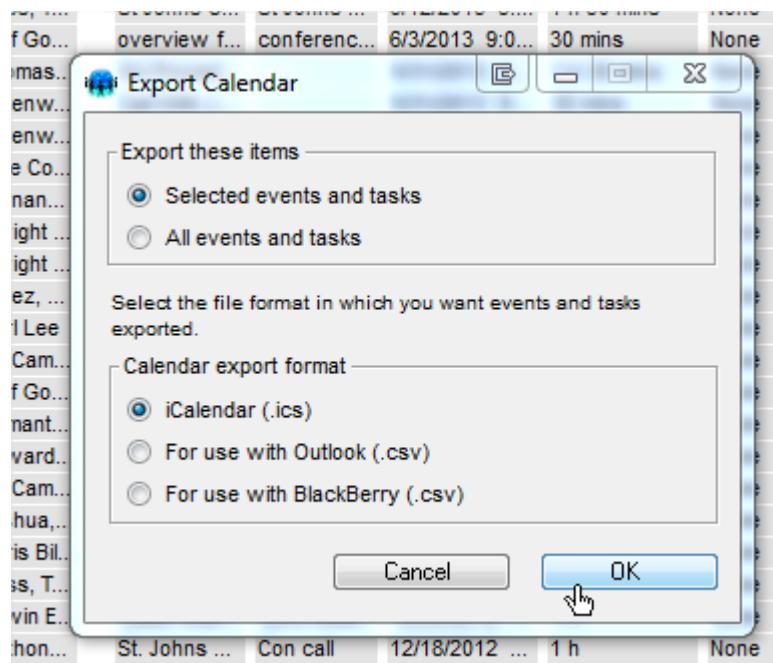
8. Choose a location to save your exported calendar file and give the file a name when prompted. Lastly click on the "Save" button.
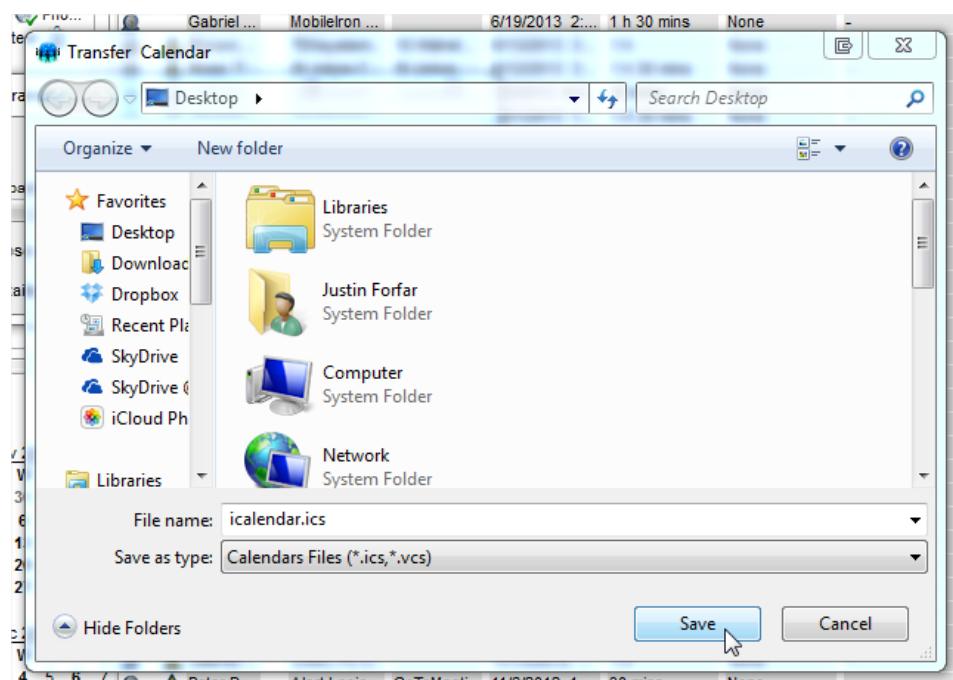
Note: Your "Desktop" is the simplest place to save this type of file for future reference.

Need assistance with this process?

If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.