

How to Import WebCalendar Information into Exchange Calendar

See “How to export calendar information from WebCalendar” for information on exporting WebCalendar events.

- Locate the file previously exported from WebCalendar (“webcalendar-all.ics ”)
- Open the Outlook email client
- Click on the Calendar icon (lower left side)
- Click on the File Tab -> Open -> Import
- Highlight “Import an iCalendar (.ics) or vCalendar file (.vcs)” then click Next
- Choose the location where the .ics file is saved and Click on Ok
- Once the file is chosen the data will import to Open as New or Import

It is recommended that you Open as New for the imported WebCalendar events so that a new calendar will be created to hold the imported events. If there is a problem with the importing then it is easy to delete the calendar and start over.

- A calendar will appear in Outlook under the “Other Calendars” heading. The name of the new calendar will be the same as the file name your are importing from.
- You can rename the imported calendar as you like. You can also drag events from the imported calendar to your main calendar if desired.
- If you are using a shared computer to do the importing, be sure to delete the .ics file when you are finished.

The calendar of imported events can be accessed in Thunderbird using the instructions in the document “How to use Thunderbird to access and manage Exchange 2010 calendars”. It is also available when using Outlook Web Access (OWA).