# Microsoft 365: Importing Calendar from FirstClass

*All Users*

### FirstClass

1. Click into **Calendar**
2. Click **File → Export**
3. The Export Calendar pop up appears:
    a. Calendar Export format:
        i. Click iCalendar (.ics)
    b. Click **OK**
4. Save the file to your desktop for easy access
5. Make sure Save as type: is set to **.ics (Calendars Files)**
6. Click **Save**
7. Once the process is finish running click **Close**

### Outlook

1. Click the calendar icon at the bottom left of the screen



2. Click the **+ Add calendar** button
3. Click the **Upload from file** button
4. Click the **Browse** button
5. Locate the FirstClass .ics file
6. Click **Open**
7. Select a calendar from the drop down picklist
8. Click **Import**
9. Click **Close**

## Version History

| Version | Date | Description |
|---|---|---|
| **4.0** | June 2020 | New documentation for Microsoft 365 |