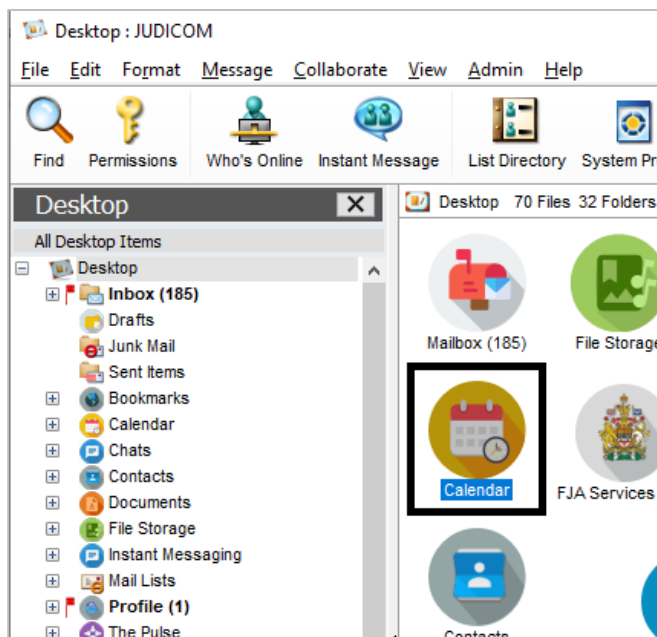
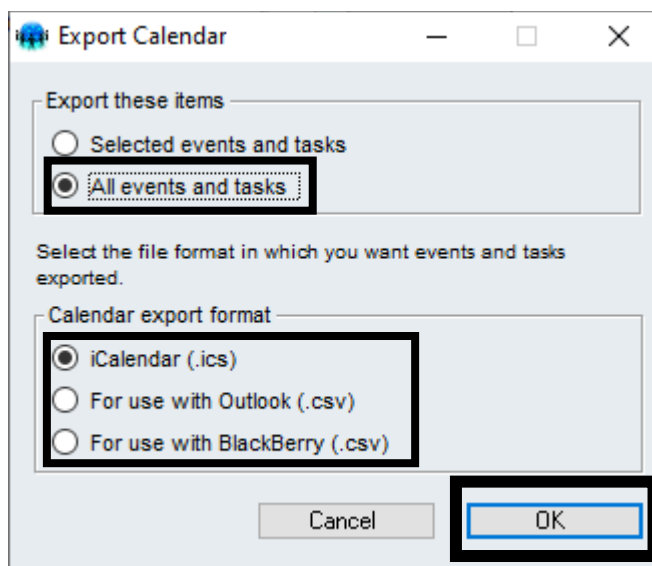


How to Export Your JUDICOM Calendar Entries

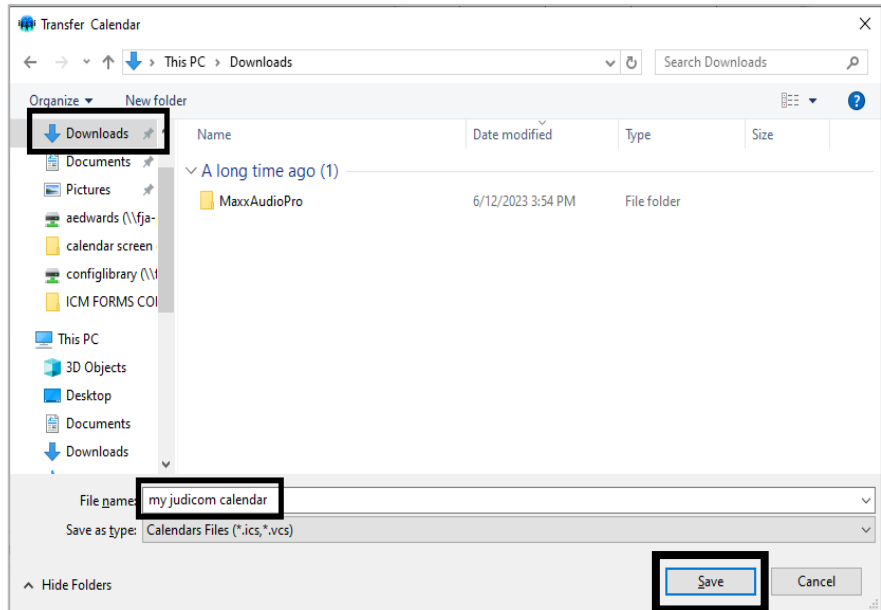
1. Select the **Calendar** folder on your JUDICOM Desktop.
2. From the **File** menu, Choose **Export...**



3. The **Export Calendar** window will open.
4. Set the **Export these items** setting to **All events and tasks**.
5. Set the **Calendar export format** setting to your desired format. If importing into another email tool, please verify the format requirements with your email provider.
6. Click **OK**.



7. Provide an appropriate name for the file (i.e. **my judicom calendar.ics**).
8. Select an easy to remember location on your computer to save the file, such as the **Downloads** folder.
9. Click **Save**.
10. An identical dialog box may pop up that says **Transfer Tasks**. If so, repeat steps 7-9 but name the file **My JUDICOM Tasks**.



11. Once the export is complete, click **Close**.
12. Complete! You can import your calendar entries into your email tool of choice.

