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.
- 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.

🙀 Export Calendar	_		×
Export these items Selected events and tasks All events and tasks 			
Select the file format in which you want exported.	events	and tasks	
Calendar export format íCalendar (.ics)	1		
O For use with Outlook (.csv)			
For use with BlackBerry (.csv)			
Cancel		OK	

- Provide an appropriate name for the file (i.e. my judicom calendar.ics).
- 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.

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