Calendar

- Import and Export Calendars

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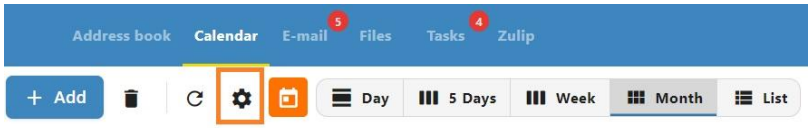
Calendar Management: How to Import and Export Events

Moving your calendar data should be a simple process. Whether you are switching to a new app or backing up your schedule, you can easily move your events using the import and export tools in your webmail.

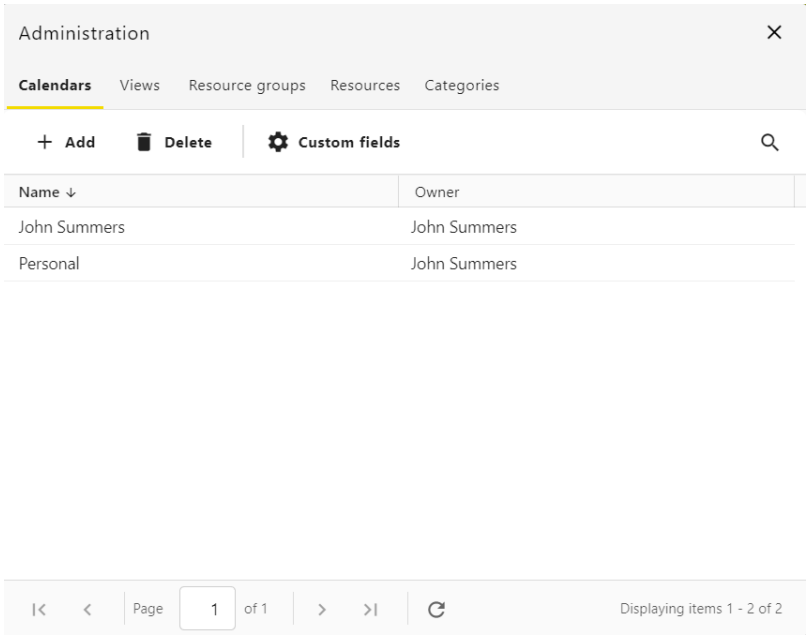
Exporting Your Calendar

If you need to move your events to another application, you can download them as a universal calendar file.

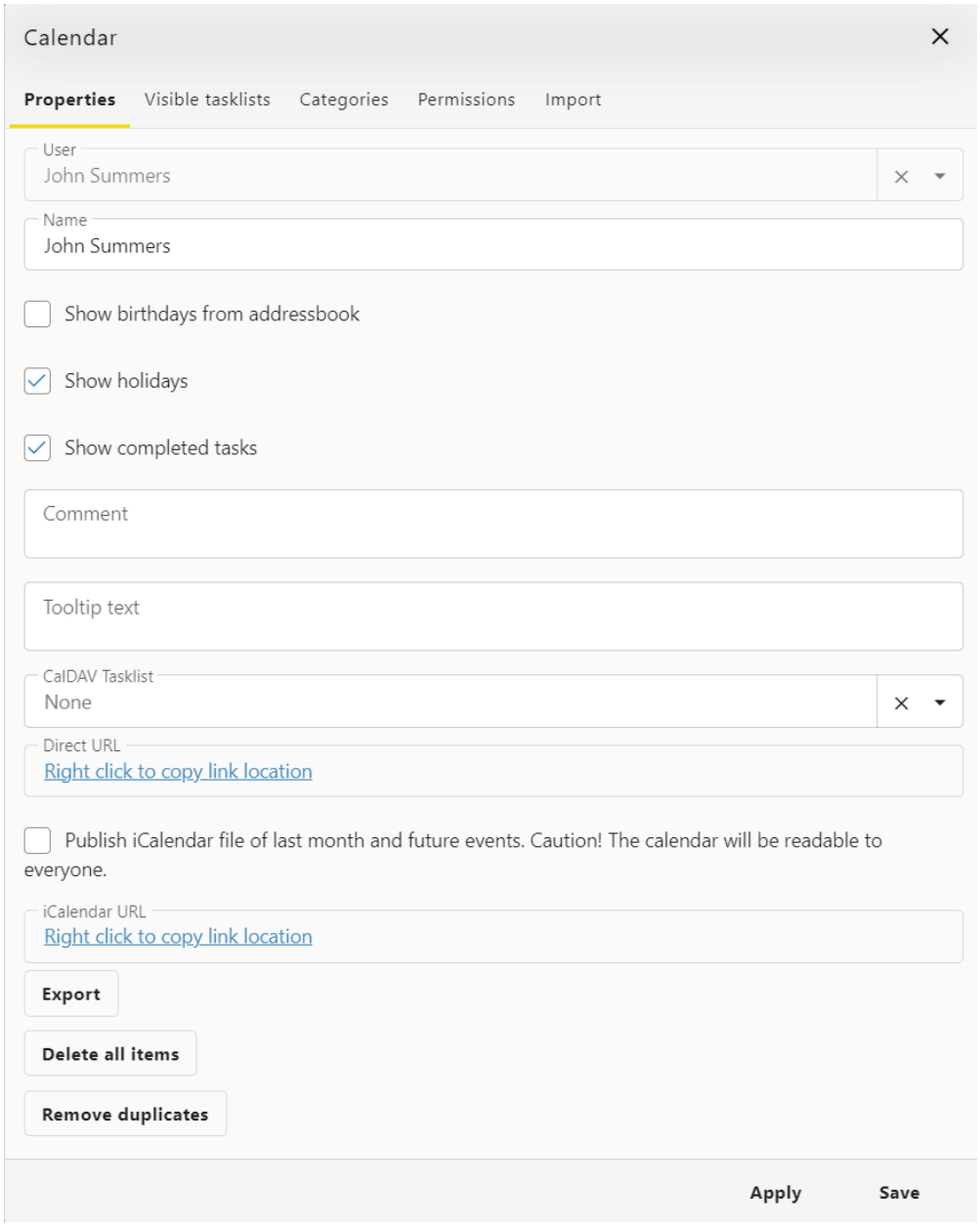
1. **Open the Calendar:** In your webmail, navigate to the **Calendar** tab at the top of the screen.
2. **Access Settings:** Click on the **cogwheel** icon to open your calendar settings. This will display a list of all your available calendars.



3. **Select a Calendar:** Find the specific calendar you want to export and **double click** it to open the detailed options.



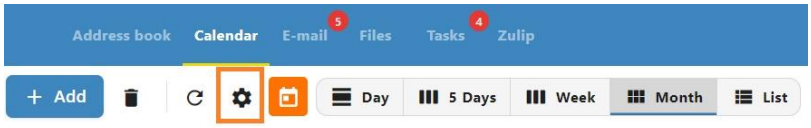
4. **Download the File:** On the **Properties** page, scroll down to the bottom and click the **Export** button. Your browser will download a file ending in **.ics**. This file format is compatible with almost every other calendar application.



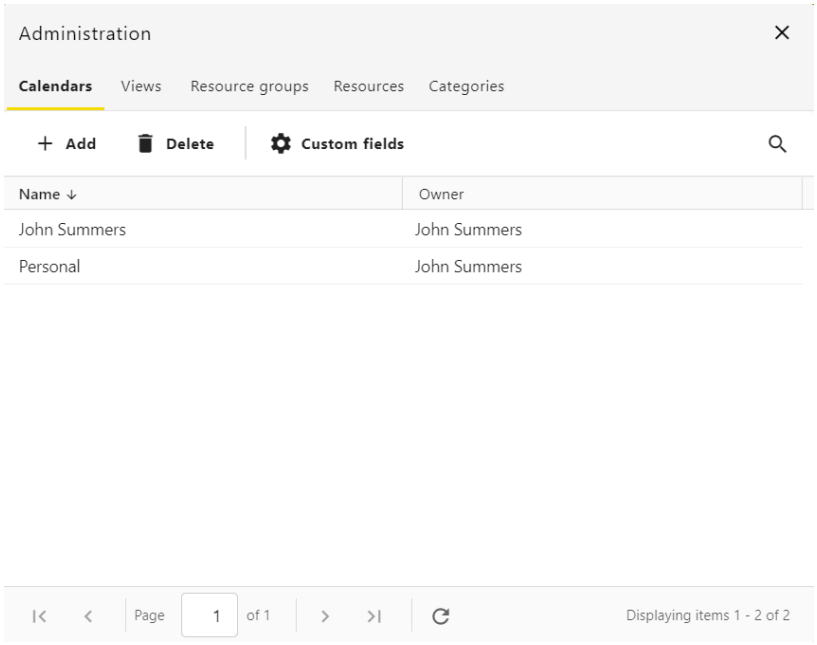
Importing a Calendar

You can quickly populate your schedule by uploading an existing calendar file from another service.

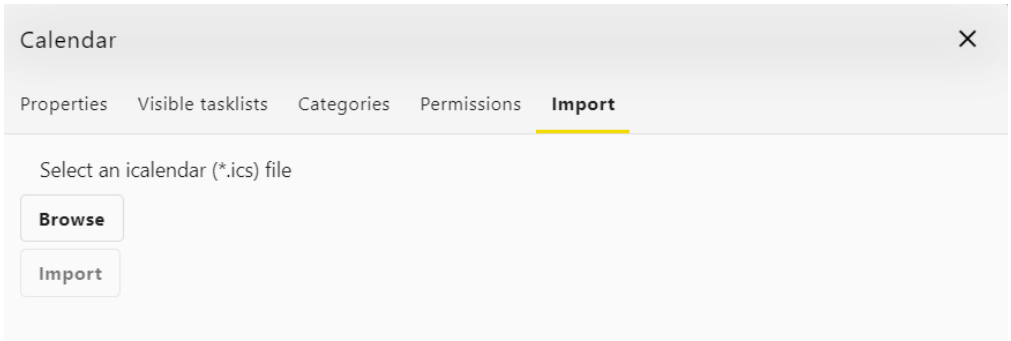
1. **Navigate to Settings:** Go to the **Calendar** tab and click the **cogwheel** icon.



2. **Choose Your Destination: Double click** the calendar where you want the new events to appear.



3. **Open the Import Menu:** At the top of the settings window, click the **Import** tab.
4. **Upload Your Data:** Click the **Import** button to select a file from your computer. While the menu may primarily mention **.ics** files, you can also successfully upload **.csv** files to bring in your data.



Once the upload is complete, your events will appear automatically in your calendar view.