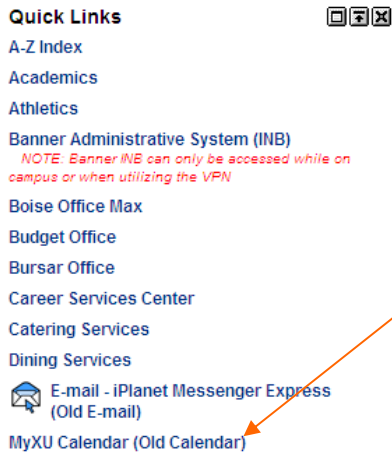
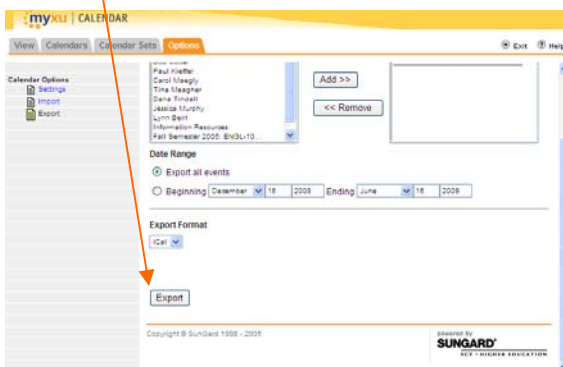
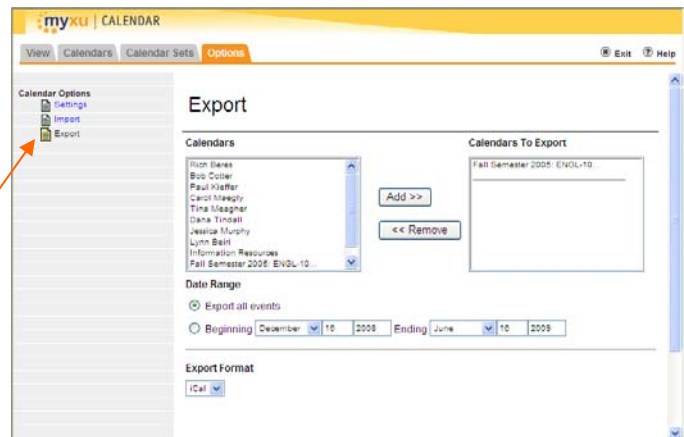


**NOTE: You must be using the Exchange client to import a calendar. This cannot be done using Outlook Web Access.**

1. Login to the Xavier Portal (<http://myxu.xu.edu>)
2. In the **Quick Links** section, click on the “MyXU Calendar (Old Calendar)” link.



3. Click on the **Options** tab.
4. In the list of **Calendar Options** displayed on the left side, click on the “Export” option.
5. Click on the desired Calendar(s) from the list in the **Calendars** box on the left, and click on the “Add” button.
6. Click on the **Export** button at the bottom of the screen. You may need to scroll down to see it.



7. A pop-up window will appear, asking if you want to open or save the file. Click “**Save**”.
8. A “**Save As**” dialog box will appear. Click on the “Desktop” icon in the left-hand panel, and click “**Save**” again. (Saving the calendar to your desktop will make it easy to find later.)
9. Open Outlook 2007 (PC users) or Entourage 2008 (Mac users).
10. Click “**File**”, then “**Import and Export**”.
11. Select “**Import an iCalendar (.ics) or vCalendar file (.vcs)**” and click “**Next**”.
12. A pop up will appear on the screen and ask “Do you want to open this calendar as a new calendar or import its items into your calendar?” Click “**Import**”.