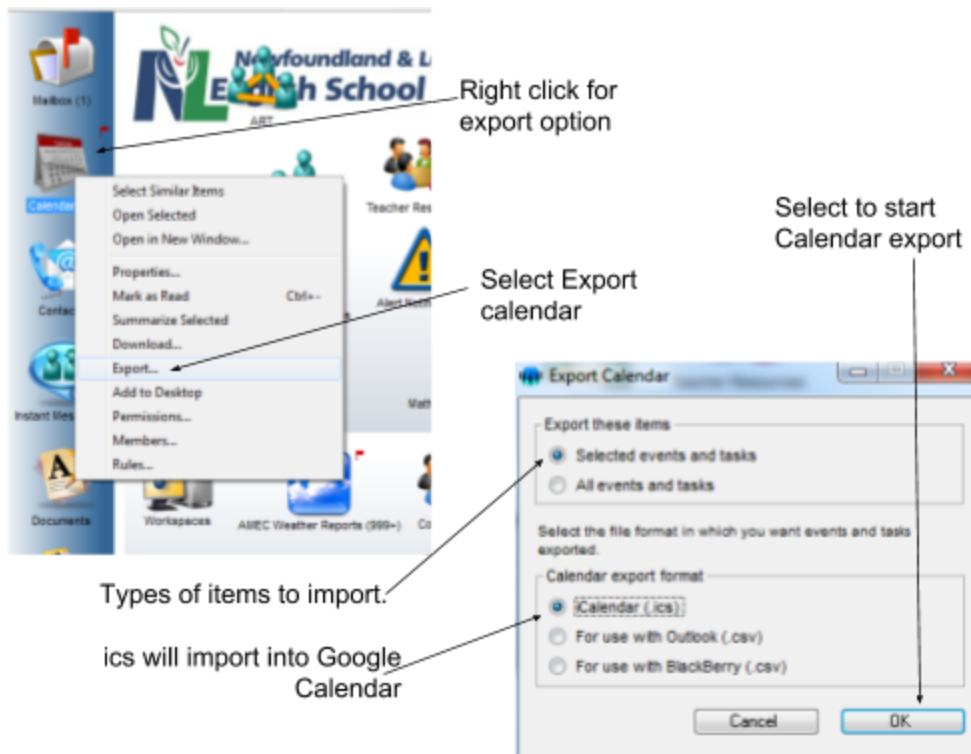
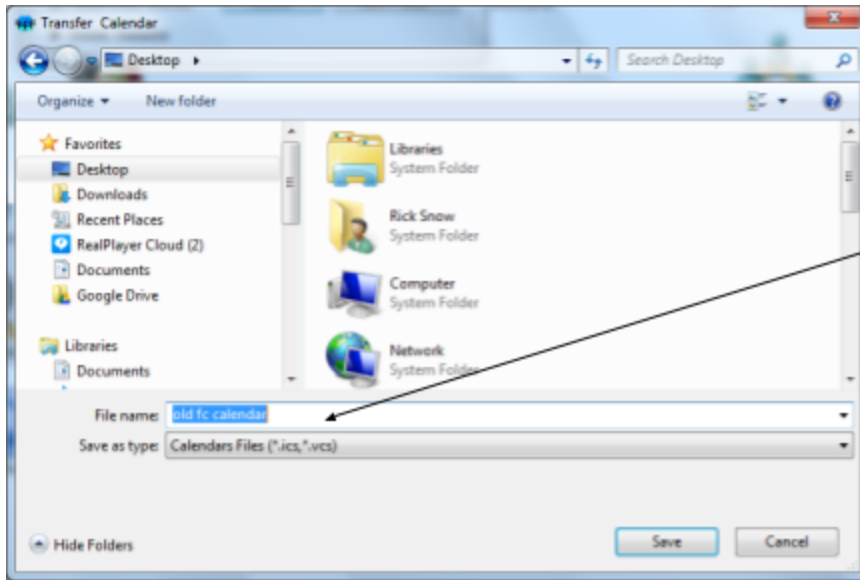


Export Calendars From First Class for Import to Google Calendar

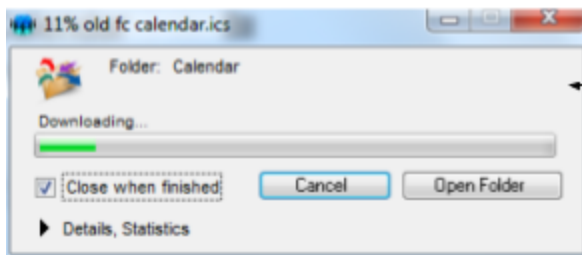
Note: The export/import process may not capture all items contained with your First Class calendar. The export process can also be quite time consuming if you do select all events and tasks. Please keep this in mind as you use this feature.

To start the process of exporting your calendar from First Class, find the Calendar icon and right click with your mouse for options.





You will be prompted to save your calendar



Calendar downloads locally to your computer.

With your calendar exported the next step is to import your old First Class calendar into your new Google Calendar.

Calendar

Search Calendar

Today < Day Week Month 4 Days Agenda More > ⚙

CREATE

June 2016

My calendars

Other calendars

Import calendar

Select drop down from
Other calendars

Choose Import
calendar

Choose the location of the calendar file you
downloaded from First Class

Import calendar

File: Choose File No file chosen

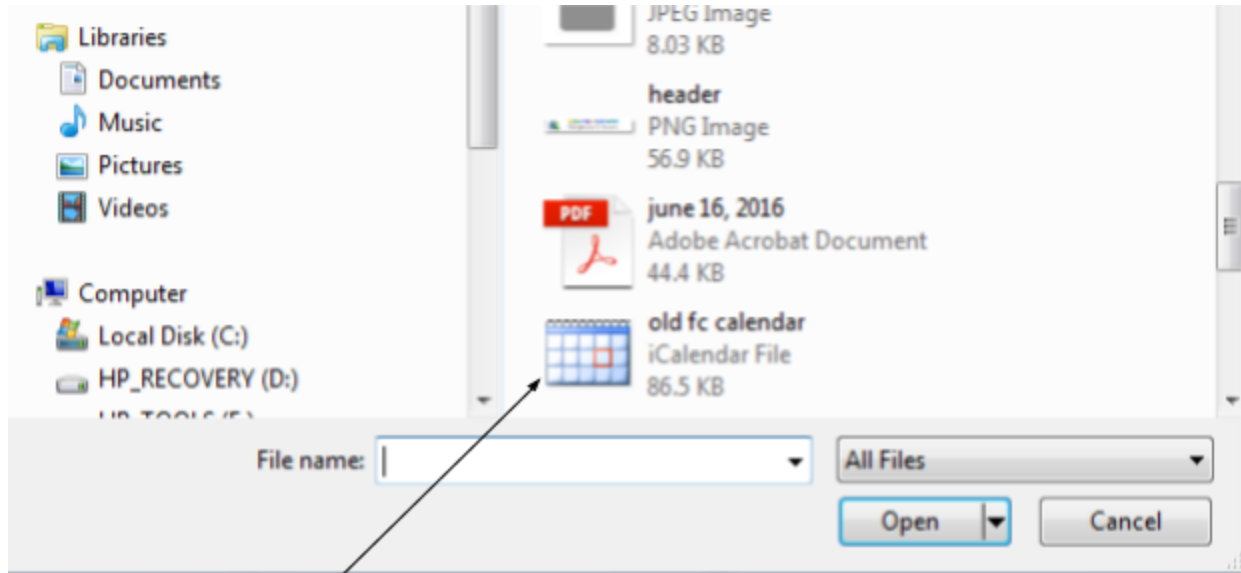
Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

Calendar: Richard Snow

Choose the calendar where these events should be saved.

Import Cancel

If you have more than one calendar created under
Google Calendar, choose the correct one.



Look for the file you saved, similar to this one



Import calendar ×

The correct file is selected.

File: old fc calendar.ics

Choose the file that contains your events. Google Calendar can import even information in iCal or CSV (MS Outlook) format. [Learn more](#)

Calendar:

Choose the calendar where these events should be saved.

Click Import to finish the process.

Typical completion window

Import calendar ×

Processed **277** events.

Successfully imported **75** events.