

Outlook/iCal Conversion Program Instructions

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MH Software, Inc.
5023 W 120th Ave, #311
Broomfield, CO 80020

Email: Support@MHSoftware.com
<http://www.mhsoftware.com/>

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Installing the Program

Download the setup file and run it. The URL is:

<http://www.mhsoftware.com/bin/iCalConvert.msi>

Reporting Problems

To report problems with this software, send a message to support@mhsoftware.com. In the message, describe precisely the nature of the error.

Also, attach the imported or exported iCal file. We won't be able to help you without seeing the file, so please attach it.

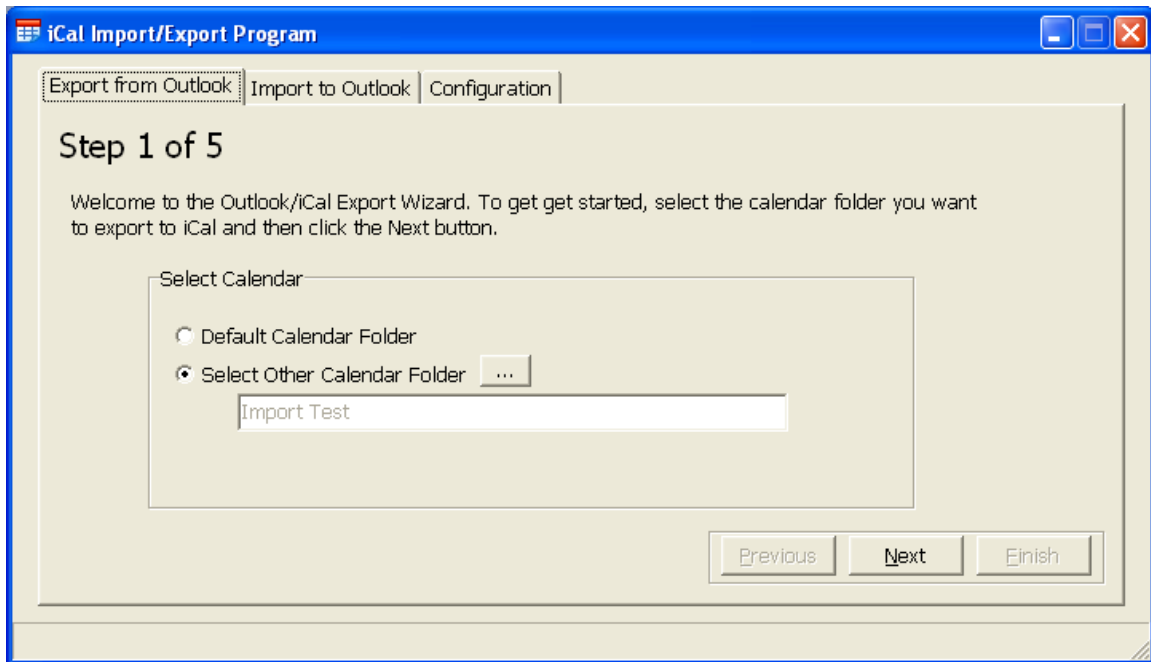
Starting the Program

To begin running the program, double-click on the program "Outlook to iCal Conversion Program" in the START | PROGRAMS | CONNECT DAILY WEB CALENDAR folder.

When the program appears, switch to the configuration tab and select your timezone from the dropdown list. Common Mappings for the US are:

US Time Zone Name	Standard Name (Olson)
Central	America/Chicago
Eastern	America/New_York
Mountain	America/Denver
Pacific	America/Los_Angeles

Select the operation to perform by clicking on the appropriate tab and then following through the steps.



Importing iCal files into Connect Daily Web Calendar

Please refer to our on-line manual for step by step instructions on importing the exported Outlook data into Connect Daily.

<http://www.mhsoftware.com/caldemo/manual/en/pageFinder.html?page=iCalImporter.htm>