

# Outlook/iCal Conversion Program Instructions

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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](mailto: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***

### **IMPORTANT NOTE**

THIS PROGRAM WILL ONLY WORK DURING THROUGH MAY 2008. AFTER THIS PERIOD, IT WILL CEASE TO WORK. WE MAY OR MAY NOT RELEASE THE PROGRAM. WE MAY SELL THE PROGRAM AFTER THAT TIME.

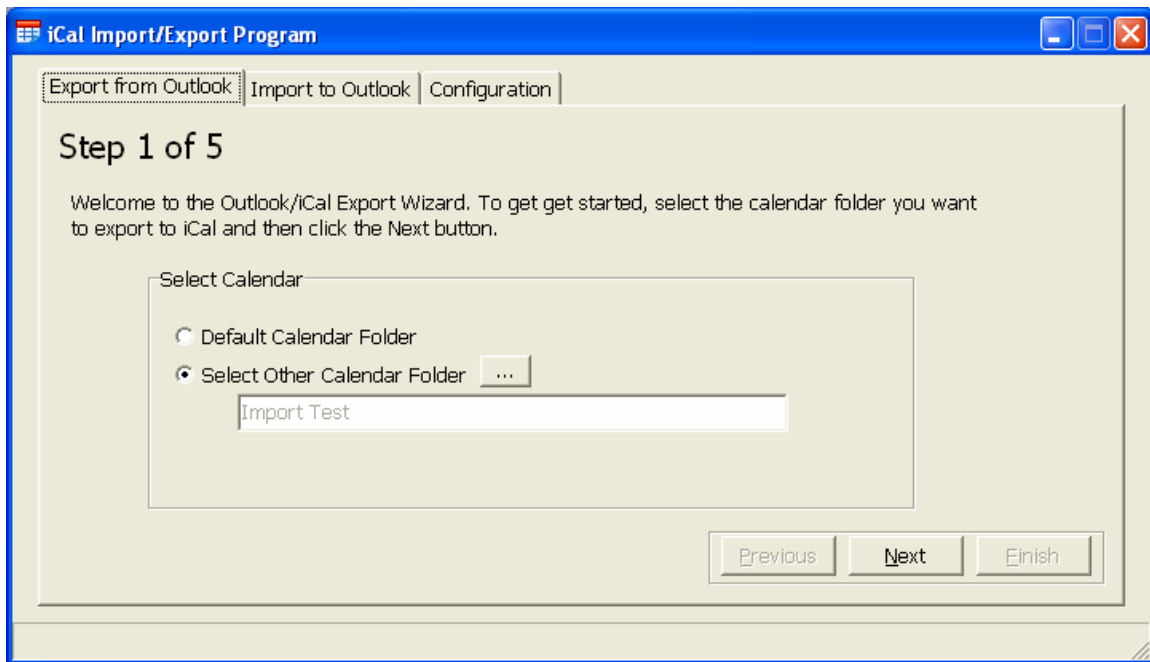
THIS RELEASE IS INTENDED TO BE A BETA TO ALLOW CUSTOMERS TO PROVIDE FEEDBACK ON THE OPERATION OF THE SOFTWARE.

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:

<b>US Time Zone Name</b>	<b>Standard Name (Olson)</b>
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>