

# Outlook/iCal Conversion Program Instructions

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MH Software, Inc.  
5023 W 120<sup>th</sup> Ave, #311  
Broomfield, CO 80020

Email: [Support@MHSoftware.com](mailto:Support@MHSoftware.com)  
<http://www.mhsoftware.com/>

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## Overview

This software can be used to import Internet Calendar (RFC-2445/RFC-5545) files into Microsoft Outlook. It can also export Outlook calendar events in iCal format.

## Installing the Program

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

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

## Reporting Problems

If a program error window appears, you can report the error over the internet. If you include your Email address, support can provide you with a solution or work-around for the problem.

If an event does not import, the program will place a message in Outlook's default Inbox. This message will detail why the event was not imported. If you think the program is in error, you can forward that message to [support@mhsoftware.com](mailto:support@mhsoftware.com) and we will take a look at it.

## Starting the Program

To begin running the program, double-click on the program "Outlook to iCal Converter" in the START | PROGRAMS | Outlook-iCal Converter 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.

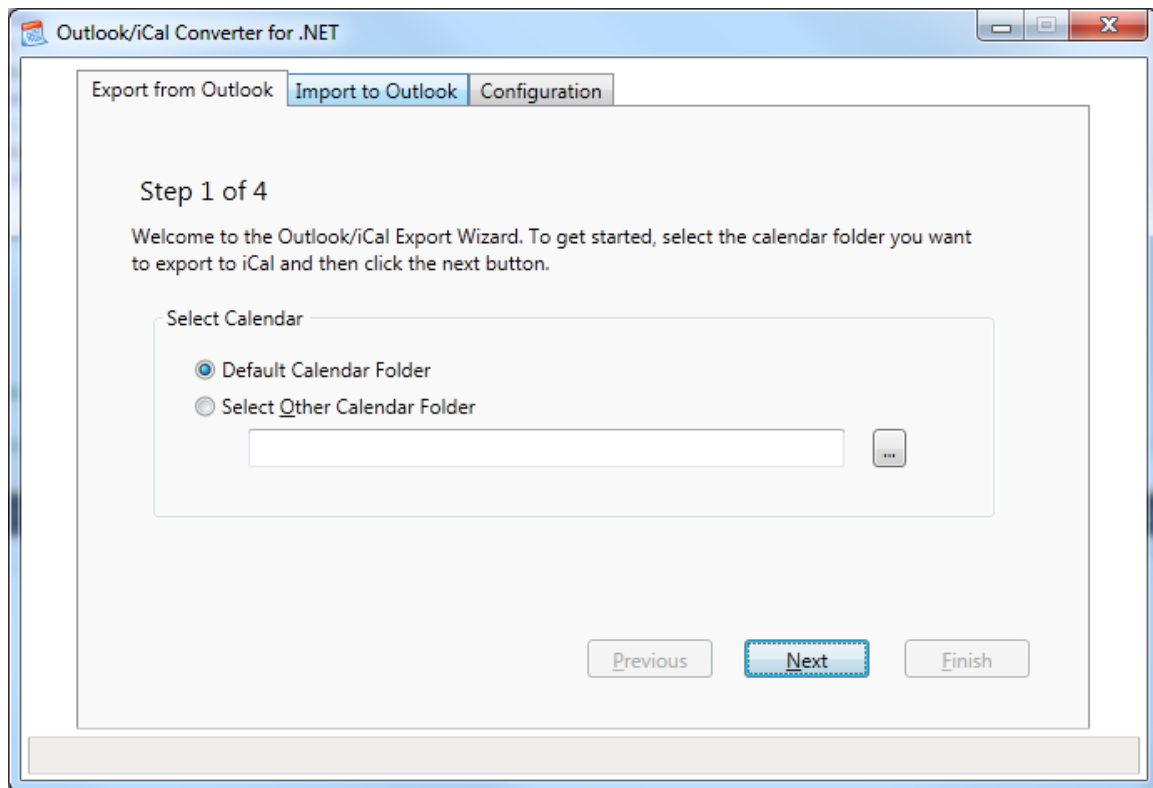
## Exporting Outlook Calendars as iCal (RFC-5545)

The iCal conversion program can export Outlook Appointment Items to Internet Calendar (iCal) RFC-5545 events. Once exported, the events can be used by any calendar product that understands iCal/RFC-5545.

Outlook supports export in CSV format, but the problem is that recurrence information is not preserved in this format. In iCal format, recurrence information is present.

Note that RFC-5545 is the replacement specification for RFC-2445.

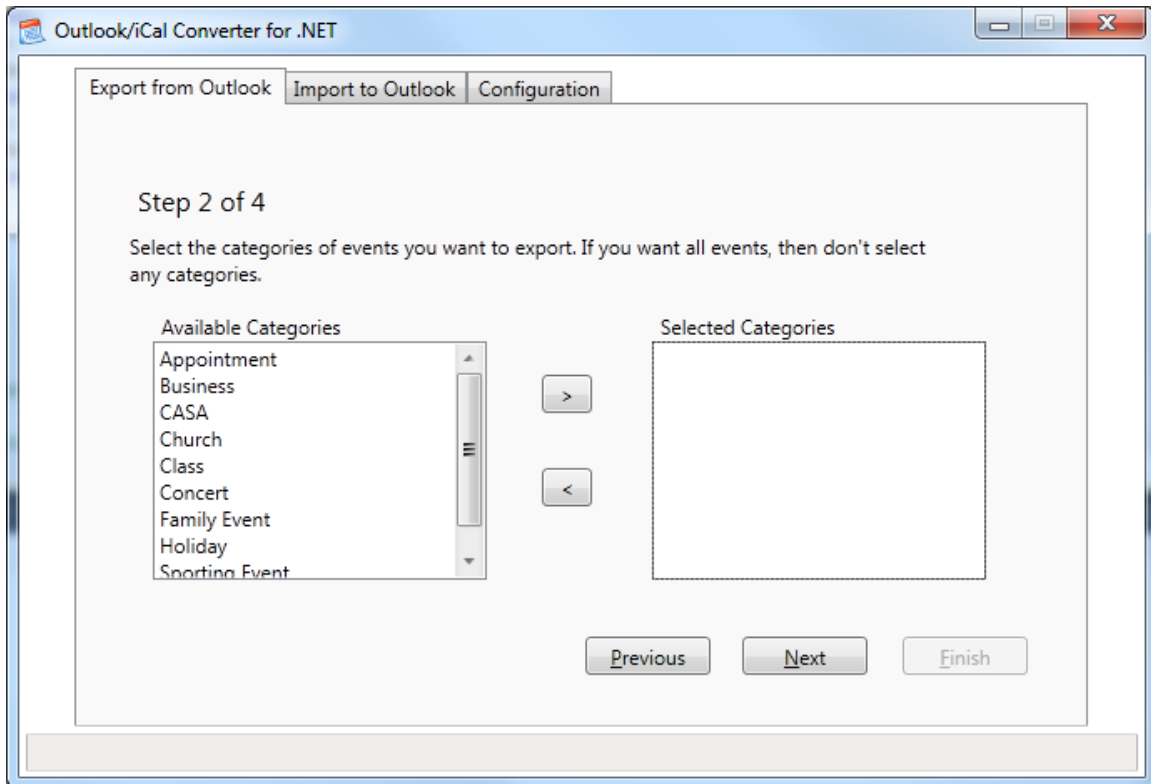
### ***Step 1 – Select the Calendar Folder to Export***



## Step 2 – Select the Event Categories to Export

You can limit the exported events to certain categories of events. Select a category by double-clicking on the entry in the Available Categories list box. You can select multiple categories. If you don't select any categories, then all categories will be exported.

If you select multiple categories, then any event matching any one of the categories will match.

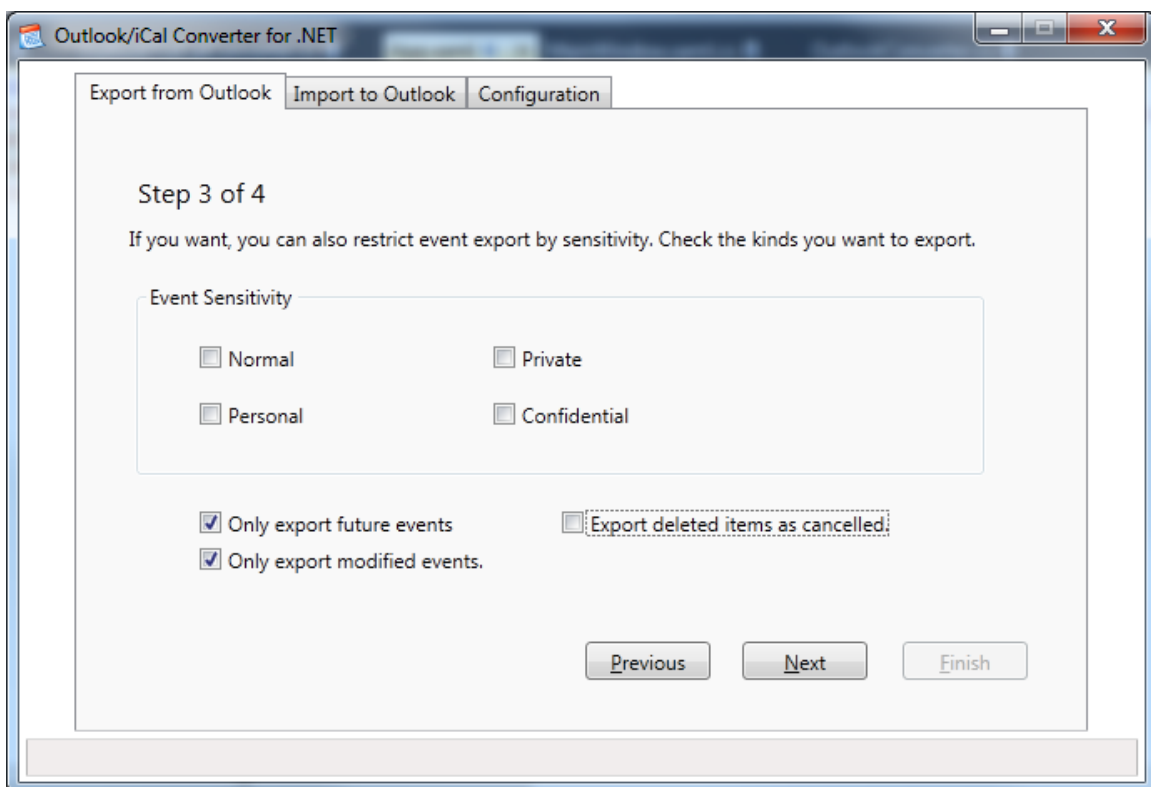


### Step 3 – Restrict Export Options

You can limit the exported events by sensitivity. For example, if you check normal, then private, personal, or confidential events will not be exported. If you don't select any sensitivity, then all events will be exported.

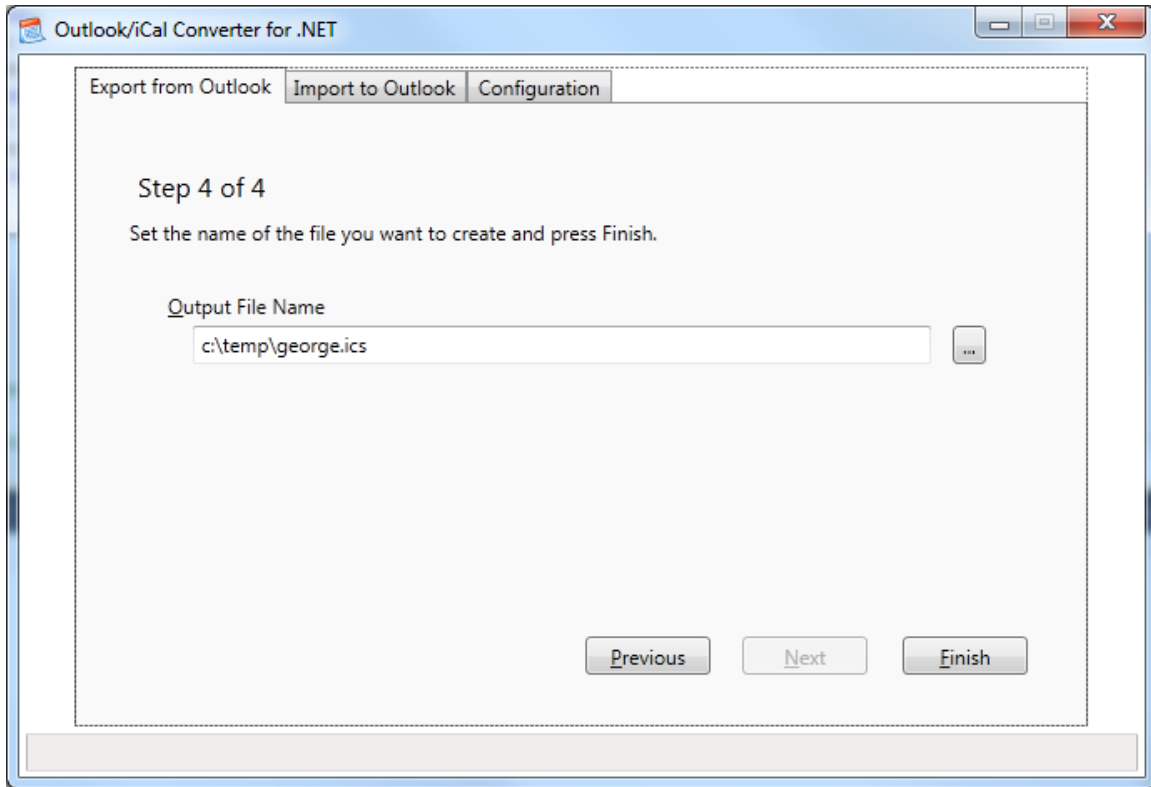
Checking the option to only export modified events, will write only those events that have been changed since the last export.

If you check the option to export deleted items as cancelled, then ALL FUTURE appointment items in the deleted items folder will be exported and the iCal event status will be set to CANCELLED. Note that all deleted items are exported, regardless of the modification date setting. This is because when an event is deleted it is moved to the deleted items folder, but the Last Modification Time is not changed. Additionally, all deleted items will be exported regardless of what calendar they were from. This is because deleted items are just moved to the deleted items folder, and the link to the originating folder is not preserved.



## Step 4 – Output File Name

Enter the name of the output file to create, and hit Finish to begin the export.



## 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.

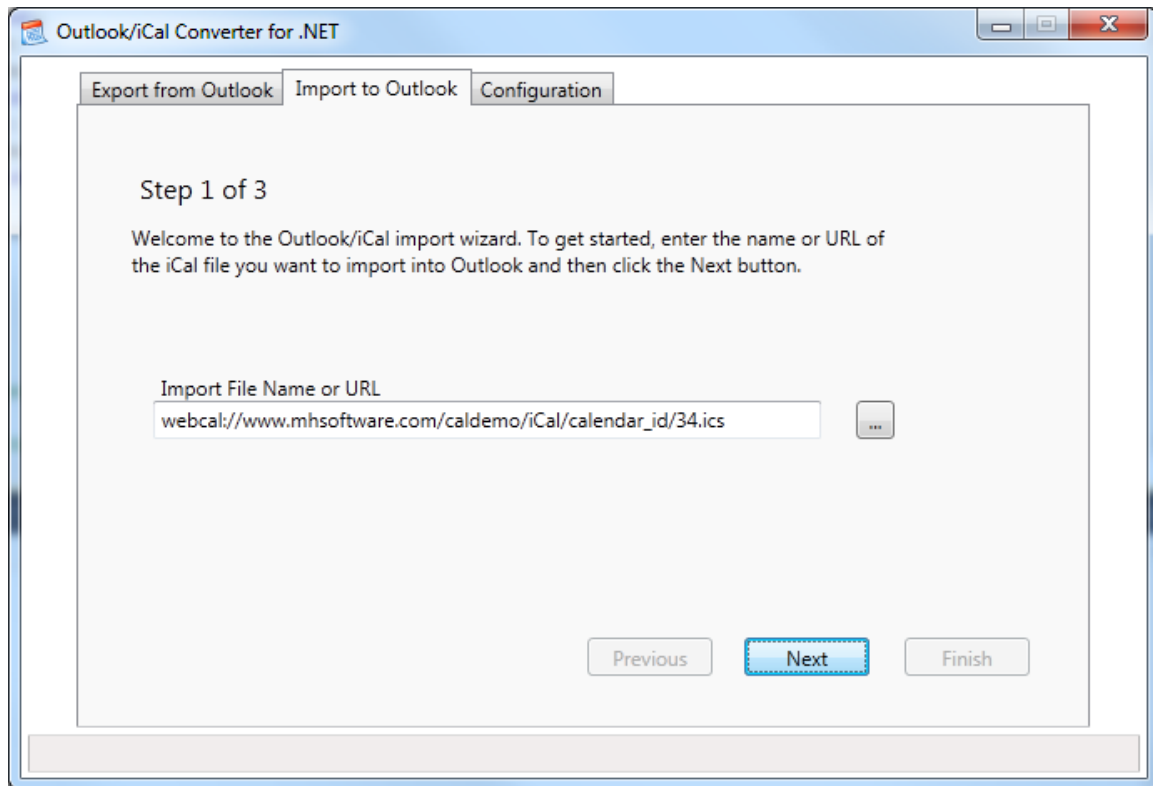
<http://www.mhsoftware.com/caldemo/manual/en/pageFinder.html?page=iCalImporter.htm>

## Importing iCal files into Outlook

The program can be used to import events into Microsoft Outlook. Outlook can import iCal files, but if you import the same file more than once (or a new version of the file), events will be duplicated.

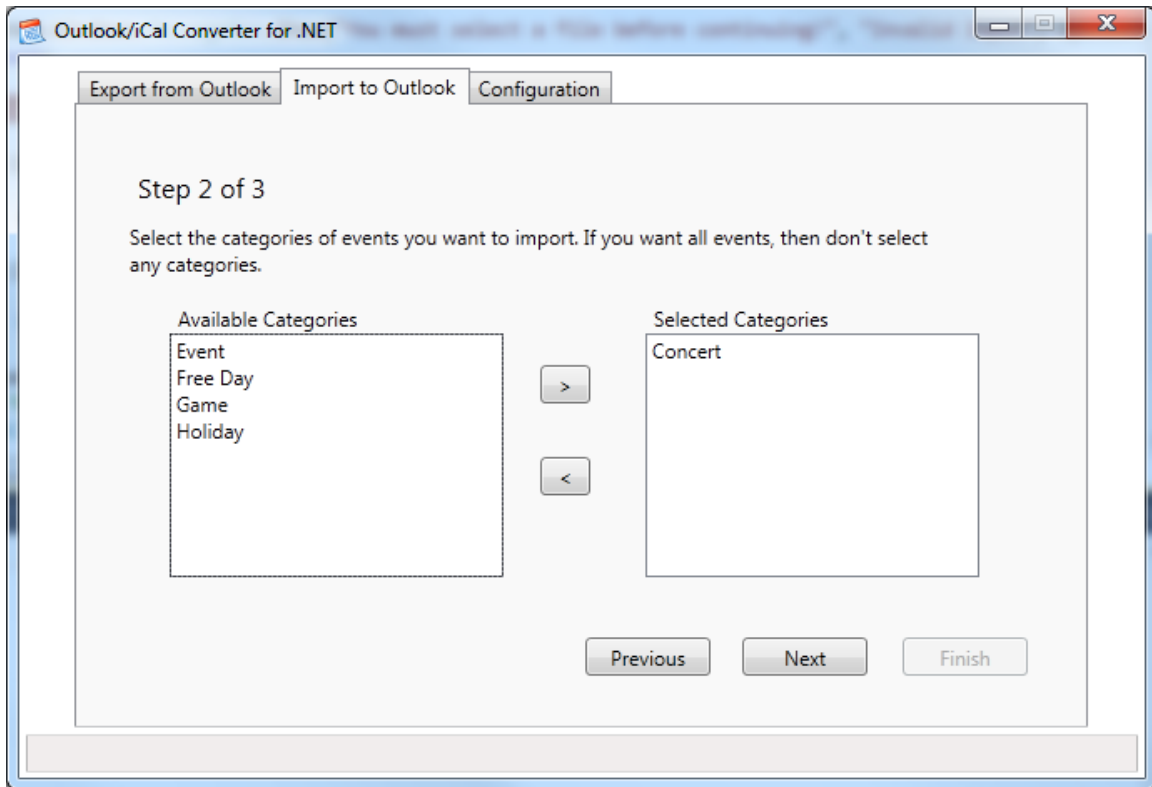
Using this import program, if the source iCal file contains an item unique ID, then duplicate events will not be created.

### ***Step 1 – Enter the file name or URL***



### ***Step 2 – Select the Categories of Events to Import***

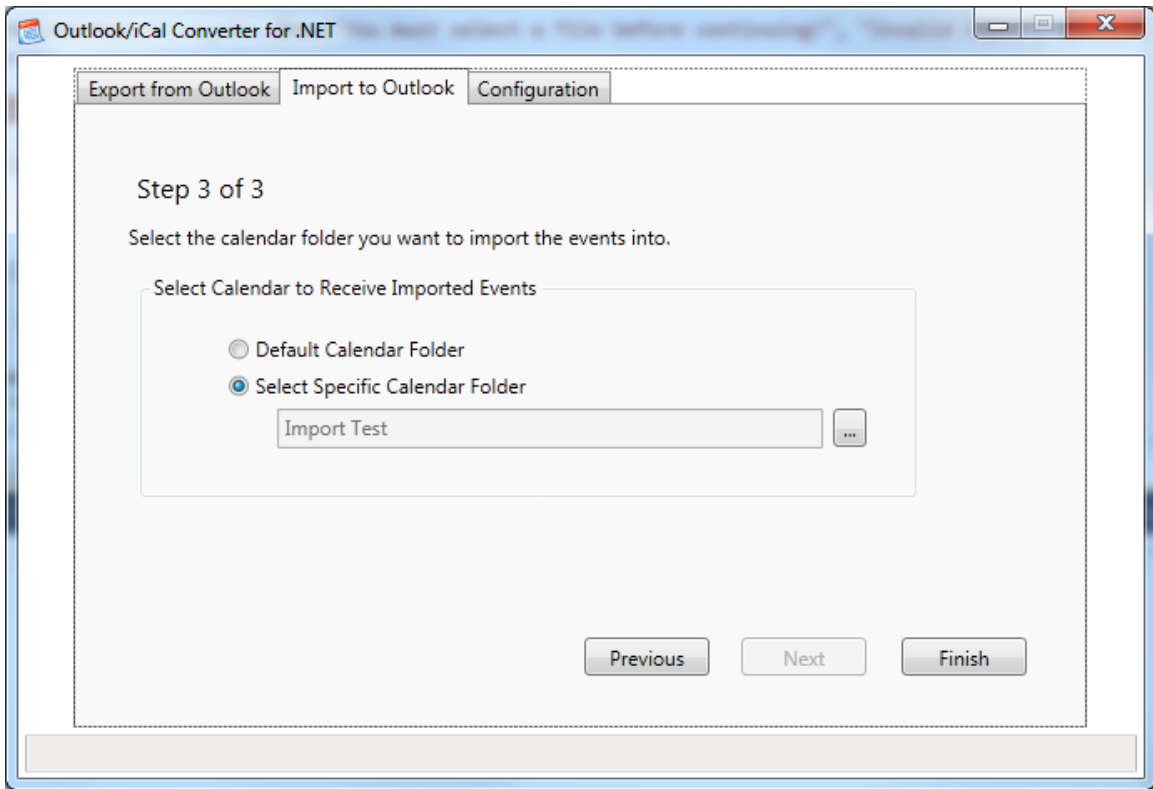
You can use this screen to filter the categories of events you import. If you don't see anything here, it's probably because the source file doesn't have any events, or any categories assigned to events.



### ***Step 3 – Select the Destination Calendar Folder***

Finally, select the Outlook Calendar folder that you want to import the events into. The first time you use this program, you may want to create a dummy calendar and practice importing events into it.

Once you've selected the folder, click on the Finish button.



If events cannot be converted, a description of what events, and why they could not be converted will be placed in your Inbox.

