



MS Outlook CALENDAR EXPORTED

© Darry D Eggleston¹



1. Open Microsoft Outlook and left-click on the Calendar folder (Figure 1).

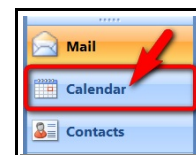


Figure 1

2. This will open up the calendar section of MS Outlook.

3. Left-click on File ► Import/Export (Figure 2).

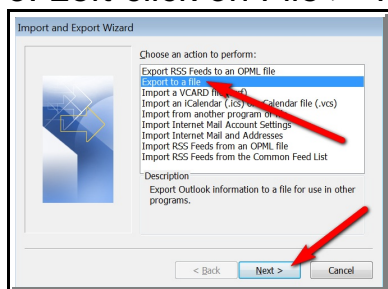


Figure 3

4. The next screen will ask you what you want to do. Select the choice for 'Export to a file' and click on 'Next' button (Figure 3).

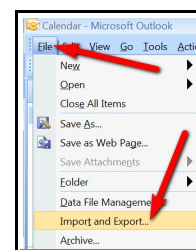


Figure 2

5. Select 'Personal Folder File (.pst)' file and click on 'Next' button (Figure 4).

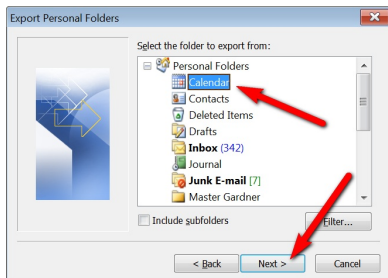


Figure 5

6. Leave the Calendar high-
lighted and click 'Next' but-
ton (Figure 5).

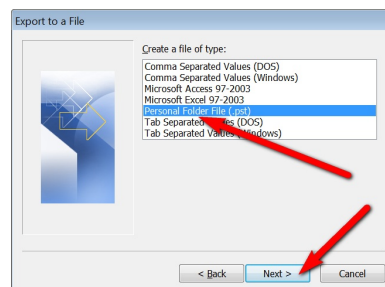


Figure 4

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7. Left-click on 'Browse' button (Figure 6).

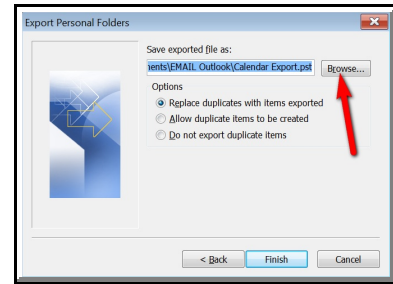


Figure 6

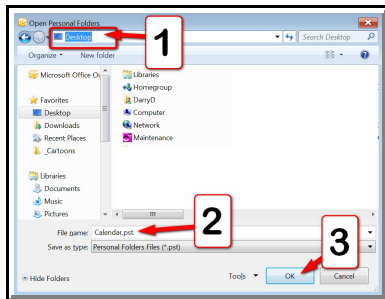


Figure 7

8. Open Personal Folder (Figure 7):

❶ Select the Desktop or a USB drive.

❷ Leave the file name as 'Calendar.pst'.

❸ Either left-click on the "OK" button or touch the Enter key on your keyboard.

9. Make sure you select 'Replace duplicates...' and click 'Finish' button (Figure 8).

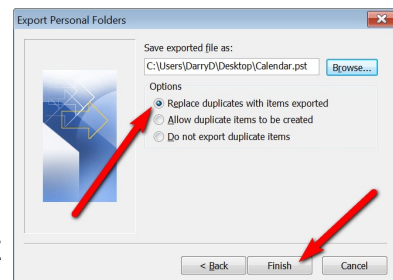


Figure 8

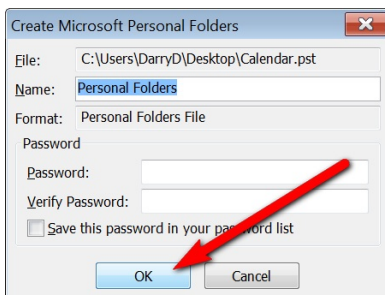


Figure 9

10. The first time you export this file, you will be asked to 'Create Microsoft Personal Folders' (Figure 9).

Either left-click on the "OK" button or touch the Enter key on your keyboard.



STOP!

You will have to rename the file to 'Calendar.xpst' in order to email it to a person using Microsoft Outlook or the file will be blocked.