

Exporting to Microsoft Outlook

In this section we cover syncing to Outlook via your calendar's iCalendar feed. You can also [create a CSV file](#) for import into Outlook although this method is not as flexible.

The directions for Outlook pertain to Outlook for Microsoft Office 365. Support for syncing to iCalendar has been in Outlook since Outlook 2007 (although earlier versions have different procedures for the process. Check Google if you are using a different version.

Step 1: Know Your iCalendar URL

You'll need the URL to your localendar iCalendar feed. The format is:

```
http://www.localendar.com/public/<member name>?style=X2
```

where *<member name>* is your localendar login, or the name of the calendar you wish to merge

Tip

Most public localendar pages have a small "iCal" icon at the bottom of the page that points to this url. You can use this as a shortcut for getting this link.

Step 2, Option 1: Add to Outlook as an "Internet Calendar"

1. Right click on "My Calendars" from within Outlook
2. Select "Add Calendar" from the popup menu and then select "From Internet..."
3. A "New Internet Calendar Subscription" window appears. paste in the iCalendar URL address of your calendar (using the format at the top of this page)
4. Click OK

Step 2, Option 2: Import as a Static Calendar

You can manually load your iCalendar feed into a separate calendar as a one-off operation.

1. Visit the URL you obtained in Step 1
2. Save the resulting page to a local file with a .ics extension
3. In Outlook, select "Import and Export" under the "File" menu
4. In the Import and Export window, choose the "Import an iCalendar (.ics) or vCalendar file (.vcs)
5. Now select the local .ics file you previously saved

The full list of calendar events stored in the file will be uploaded into Outlook. This information will not be updated if the original events on localendar are changed.