

Importing vCal Events into Outlook

Choose Export -> Export to a vCal File and save the file to your desktop

Open Outlook

On the File menu, click Import and Export. Click Import an iCalendar or vCalendar file (.vcs), then click Next. Locate the folder that contains the file you want to import. In the Files of type list, choose either iCalendar Format or vCalendar Format. Click OK.

Tip: You can also double-click the vCalendar file or drag it to the Calendar icon in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.). These methods work best with a single vCalendar appointment because only the first appointment in a file is imported when you double-click or drag the file.

Importing vCal Events into Palm

To import information

1. Open the Palm® Desktop software application into which you want to import information.
2. If you are importing records with categories:
 - Verify that the categories in the file you are importing exist. If they do not, records in those categories will be imported into the Unfiled category.
 - Click the Category selector in the View pane and select the All category.
3. From the File menu, choose Import.
4. In the Import dialog box, locate and select the file.
5. Click Import.
6. In the Specify Import Fields dialog box, match Palm Desktop software fields to import data fields by dragging a Palm Desktop software field to an import data field.
 - To see other records in the file you are importing, click the right or left Scan Records button.
 - The field name order is saved in the Specify Import Fields dialog box. To revert to the default order, click Reset.

Important: If you selected a category other than All before importing the file, you will not see the Category check box. All records will be imported to the selected category. If you import records that include category information, only available Palm Desktop software application categories will be matched. Unmatched categories will be imported to the Unfiled Category.

7. To prevent a field of information from being imported, deselect the check box next to the Desktop field that matches the field.
8. Click OK to import the information.