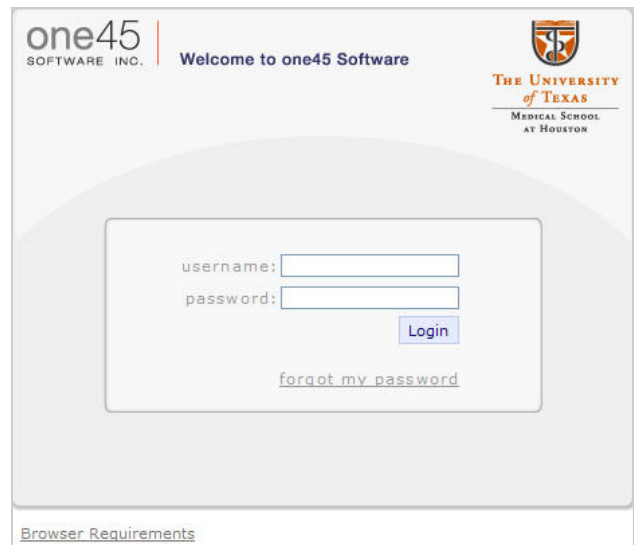


Exporting One45 Calendar to Outlook

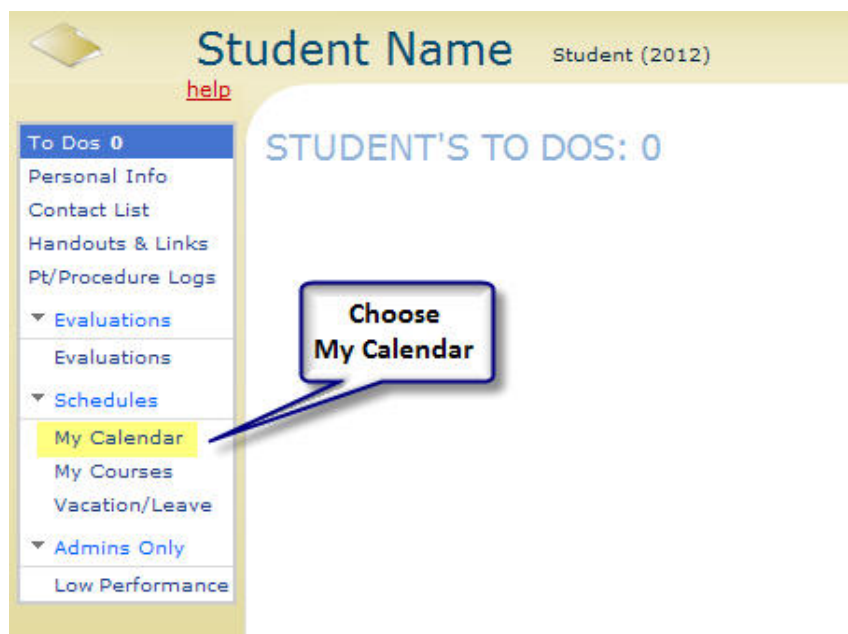
CAUTION: Any calendar information imported into Outlook from One45 will not automatically update. Changes to the official calendar in One45 will not automatically change your Outlook calendar. The One45 calendar (http://med.uth.tmc.edu/administration/edu_programs/ep/schedules/) is the official schedule and it is your responsibility to check for updates.

1. Log into One45 at one45.uth.tmc.edu

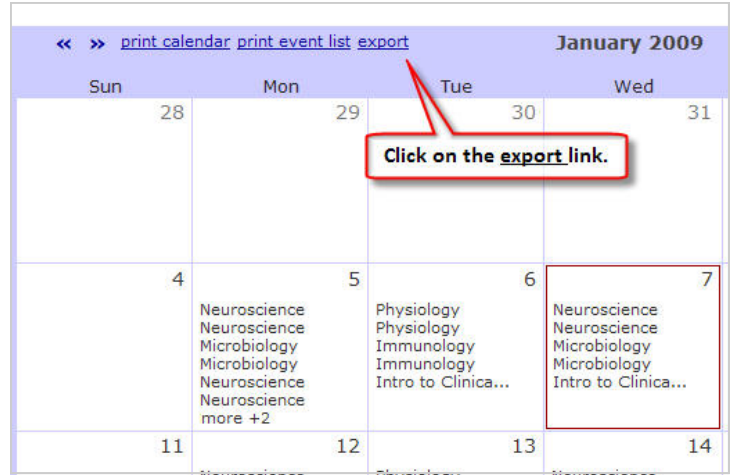


2. You will see your eDossier page.

Choose *My Calendar* on your To Dos menu.

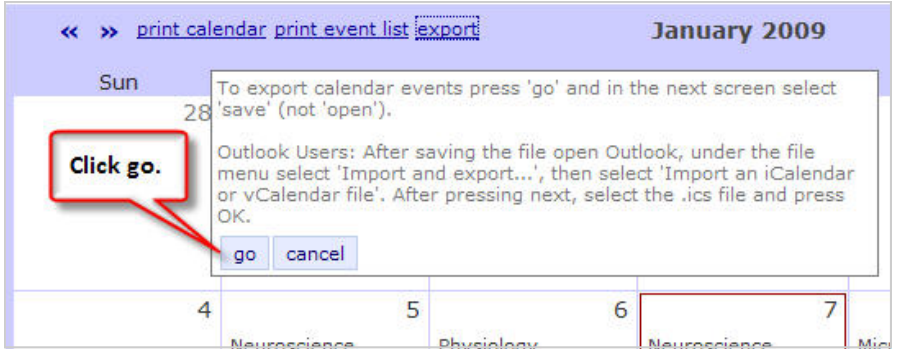


3. Your calendar will appear. Click on *export*.



4. A message box will open.

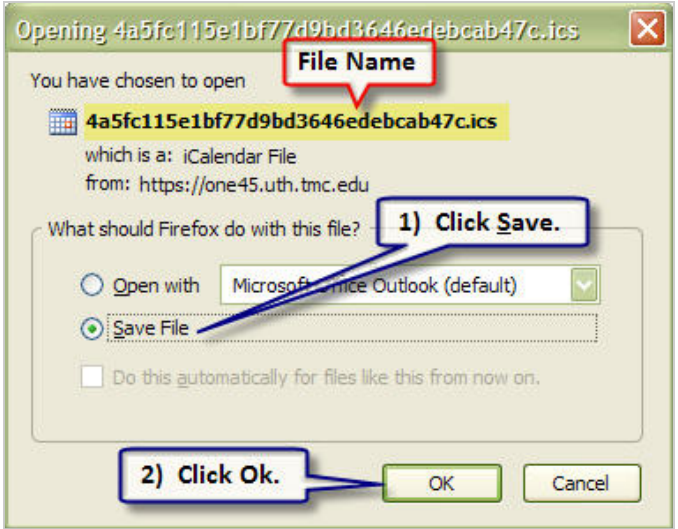
Click *go*.



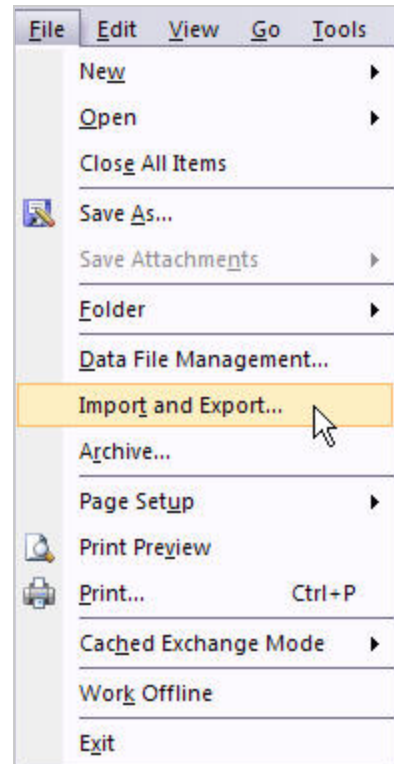
5. Another box will open.

Click *save* and then click *OK*.

(Be sure to note the file name.)



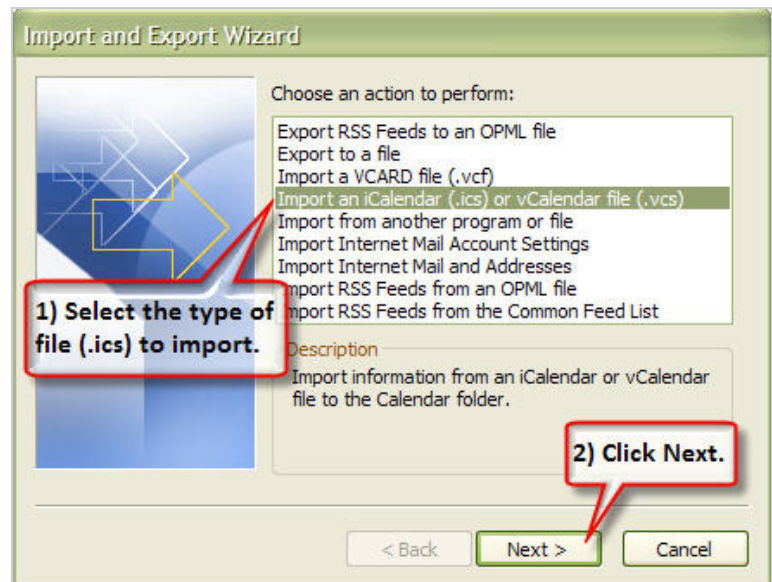
6. Open your Outlook calendar and click *Import and Export* from the File menu.



8. An action box will open.

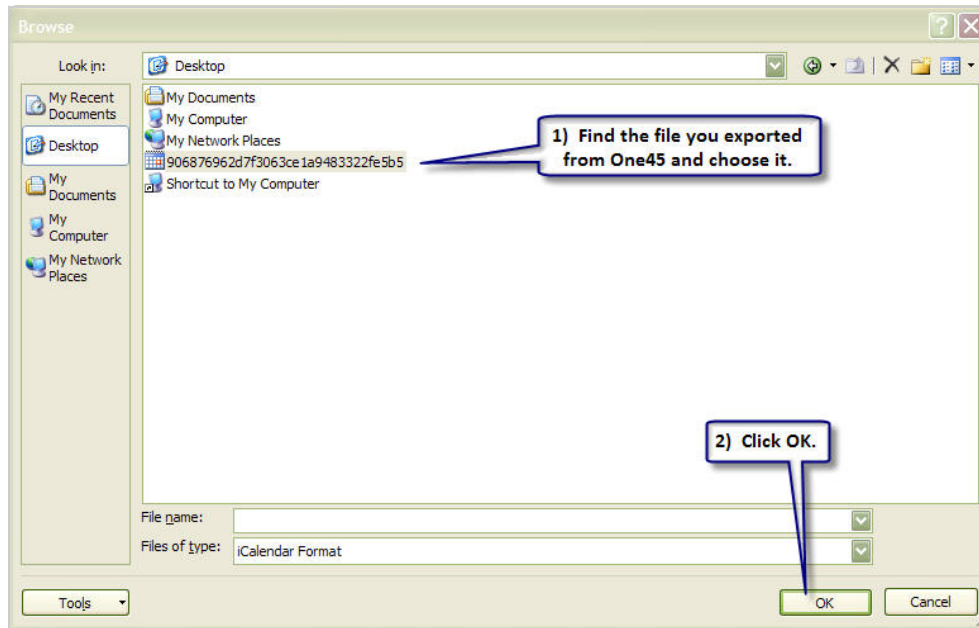
Select *Import an iCalendar (.ics) or vCalendar file (.vcs)*.

Click *Next*.



7. Navigate to the file you exported and saved. Typically, it will be saved to your Desktop or to your My Documents folder.

Select it and then click *OK*.



Your Outlook calendar should now include events exported from the One45 calendar. Keep in mind any calendar information imported into Outlook from One45 will not automatically update.

Please contact [Wai-San Johansson](#) for assistance or if you have any questions.