Moving a Calendar from Mozilla Thunderbird to Office 365

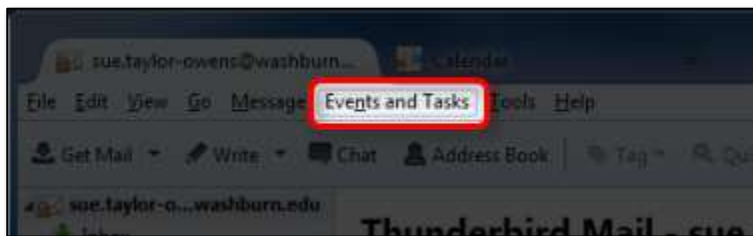1. Open **Mozilla Thunderbird**
2. If you **do not have a File menu** above your Get Mail button
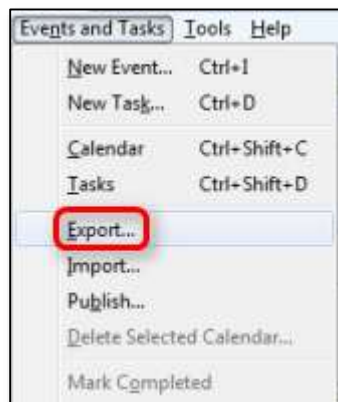   a. **Right-click an empty spot** on the ribbon

    b. Choose the **Menu Bar** menu item

3. Click the **Events and Tasks** menu
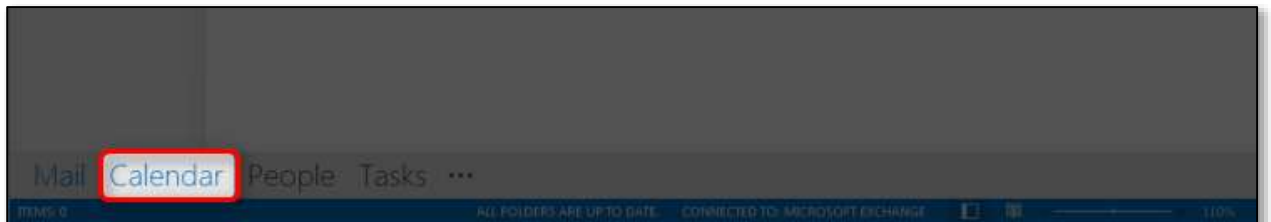

4. Select the **Export** menu item

5. Choose the **calendar you want to export**
6. Click the **OK** button
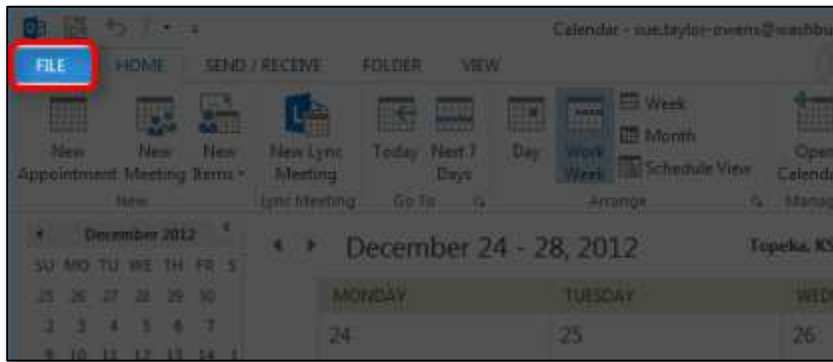

7. **Save the file** in a location you can find later

8. Open **desktop Outlook**
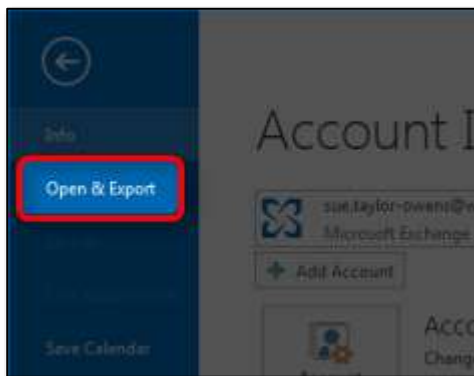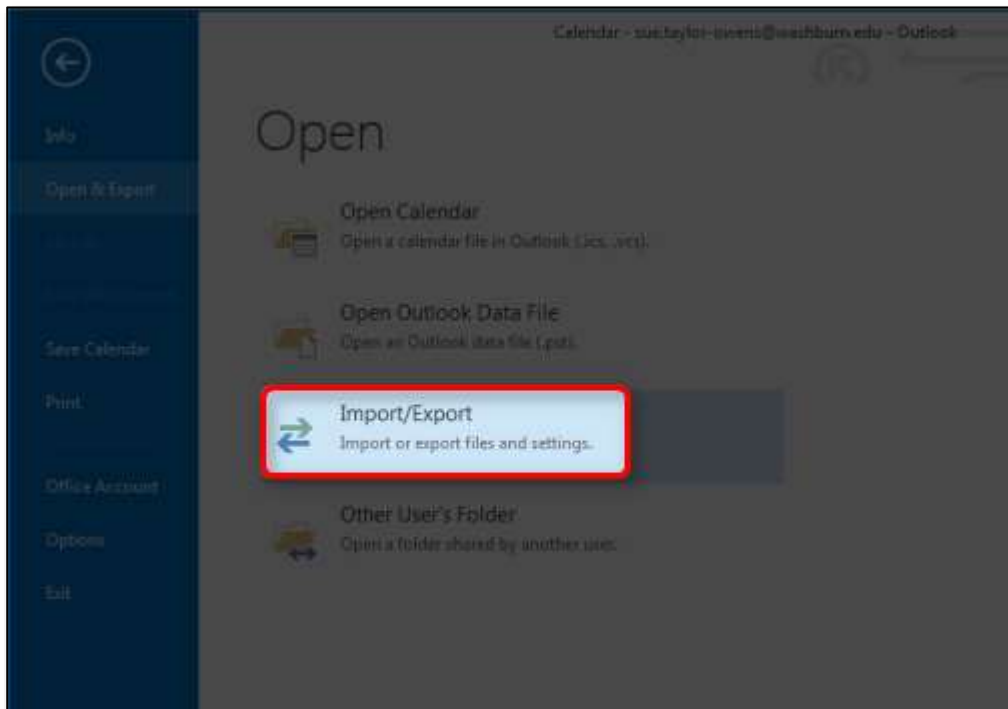9. Click the **Calendar** link at the bottom of the window
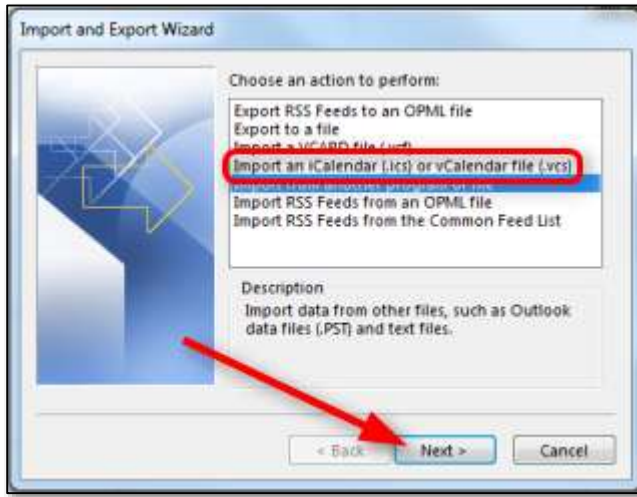
10. Click the **File** tab

11. Choose **Open & Export**

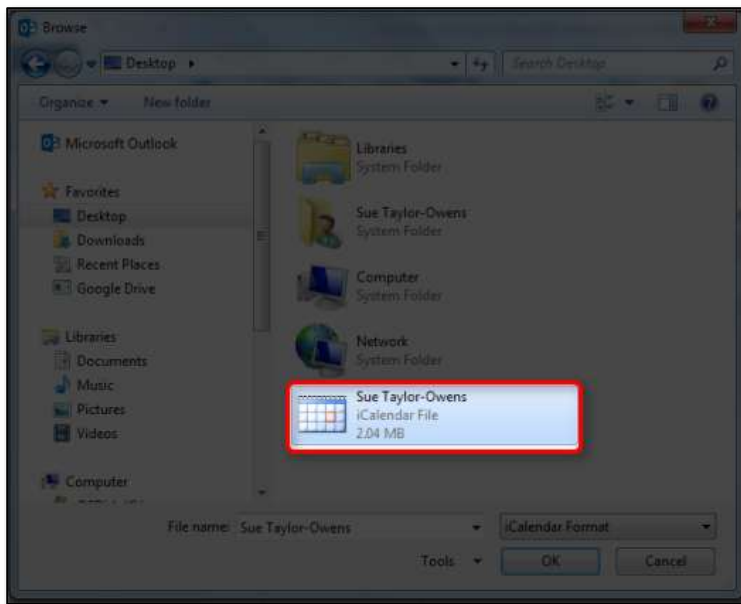12. Click the **Import/Export** option

13. The Import and Export Wizard will open, select **Import an iCalendar (.ics) or vCalendar files (.vcs)**
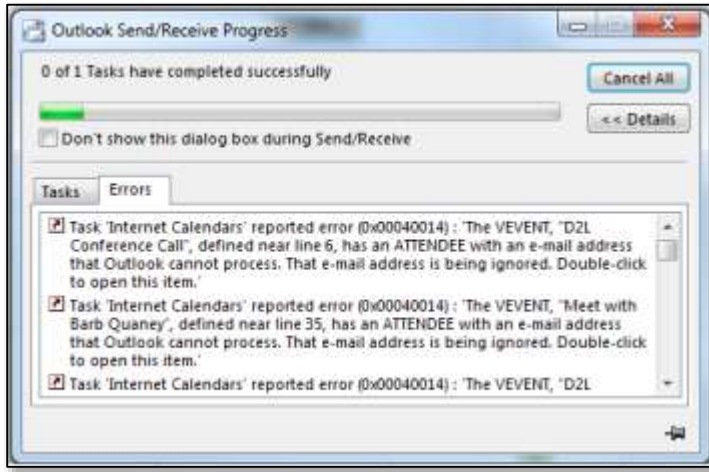14. Click the **Next** button

15. **Find and open the file** you exported in step 7

16. If you want the imported file to be a part of your default calendar, click the **Import** button. (If you want it to be a separate calendar, click the Open as New button.)

17. The Outlook Send/Receive Progress window will appear and may have several errors in it, that is okay.

18. When the Send/Receive Progress window closes on its own, the import is done and the calendar should appear. There probably will be items that need to be cleaned up, specifically check on repeating events.