

Printing and Exporting a Calendar

1. To print a calendar (Applications- eCurriculum- Calendar),
 - a. Select what you want to print (e.g. day, week, month)
 - b. Click the print icon in the upper right corner of the screen
 - c. Click the print icon in the upper left of the window that opens
 - d. Select the print options that you want and click the Print button
2. To export from the calendar (**NOTE: Exporting a calendar will just give you a snapshot of the calendar. To import the calendar so that you get live updates when changes are made in the system, you will need to Subscribe to the calendar using the instructions in the next section**),
 - a. Click the Export icon in the upper right corner of the screen
 - b. Put a check next to Limit Date Range, if you only want to export a certain number of days then select the start and end date for the range
 - c. Click Export
 - d. The file will open in the bottom left corner of the screen. Clicking Open will open the file in your Outlook calendar. Click Show in Folder will open the file in your explorer where you can Save it or use it for import into another calendar
 - e. When you are done with the export, click Cancel on the Export Events dialog box to close it