



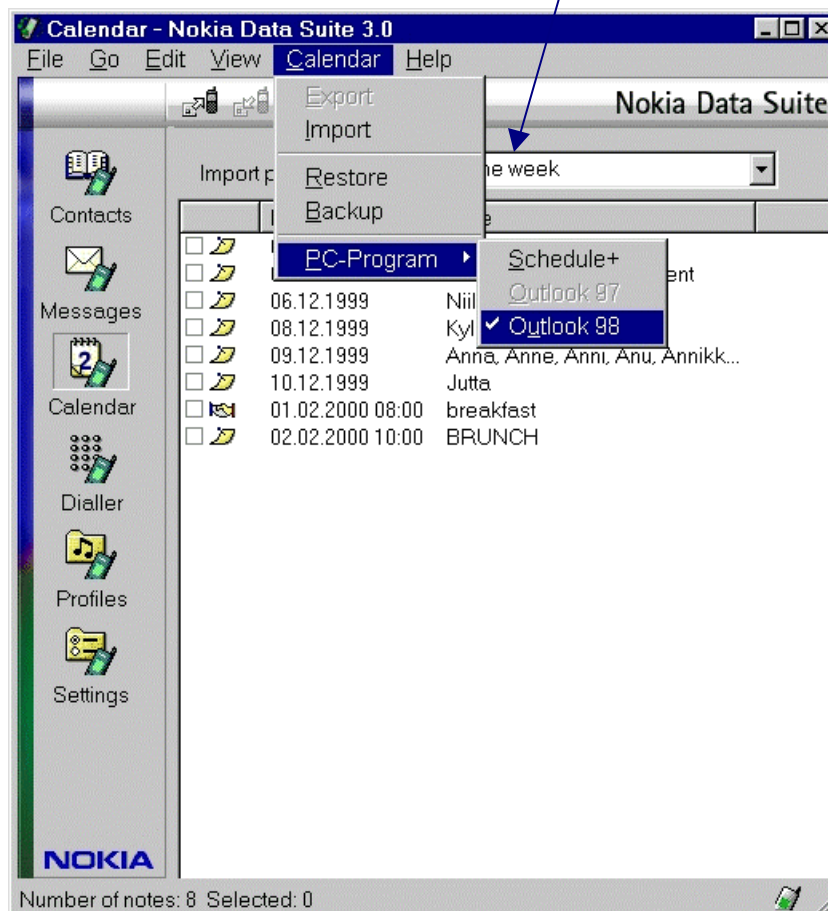
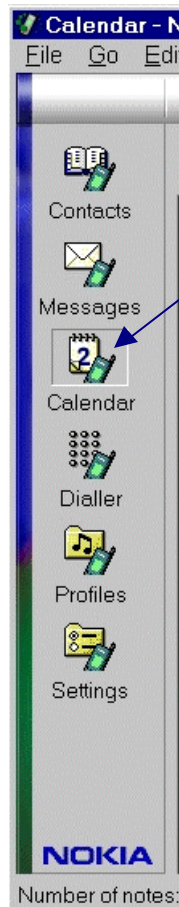
## Quick Guide for Using the Calendar Application to Import and Export Calendar Notes between Your Phone and Microsoft Outlook 97/98 or Microsoft Schedule+ (versions 7.5, 7.0 and 7.0a)

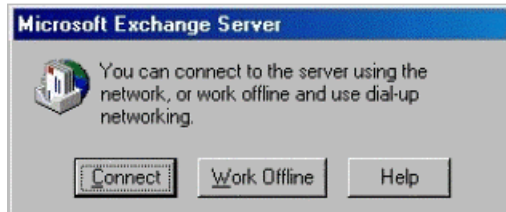
### IMPORT

Please first ensure that your phone is connected into the PC with the cable. Click the Calendar icon from the Nokia Data Suite bar.

Next open the Calendar menu and select the PC-Calendar program you require and then Import.

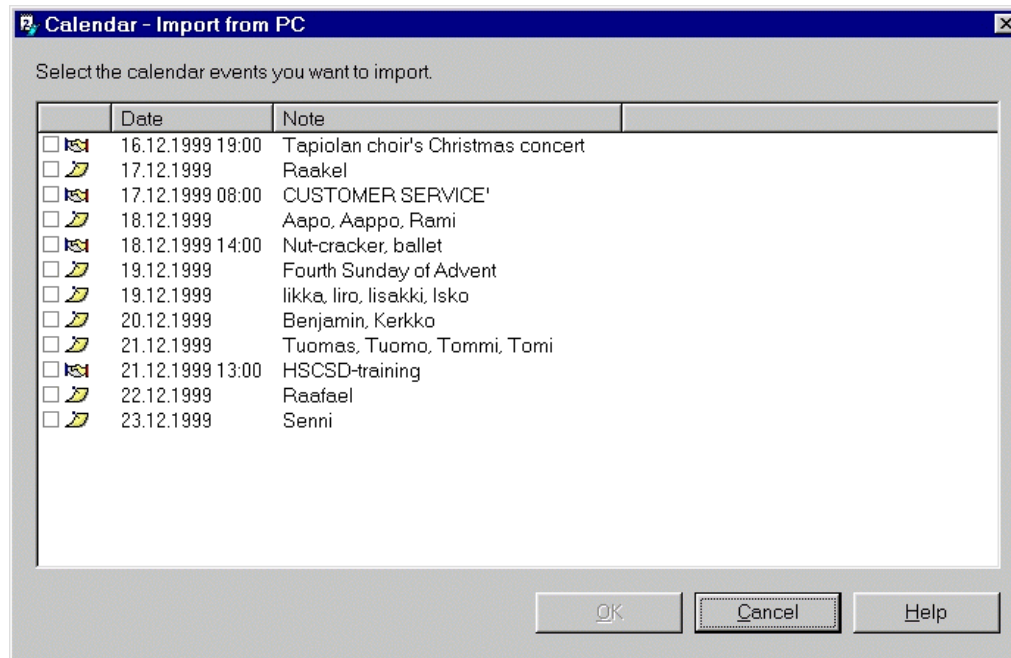
In the Import Period box, select the period from which to import calendar notes.





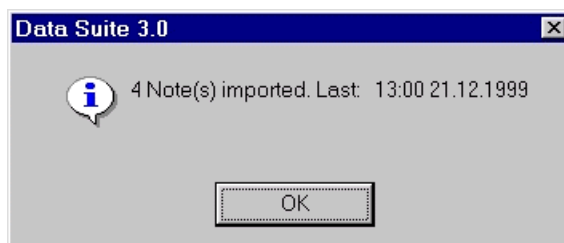
If your Microsoft Outlook 97/98 or Microsoft Schedule+ application is closed, you'll get a message as shown on the left. You can choose either Connect or Work Offline; if you click the latter it doesn't start to run the program.

**Note** that you can import and export only Reminders and Meetings!



The Calendar application begins to load notes from the PC calendar . After that you can select which ones you want to import. Click OK.

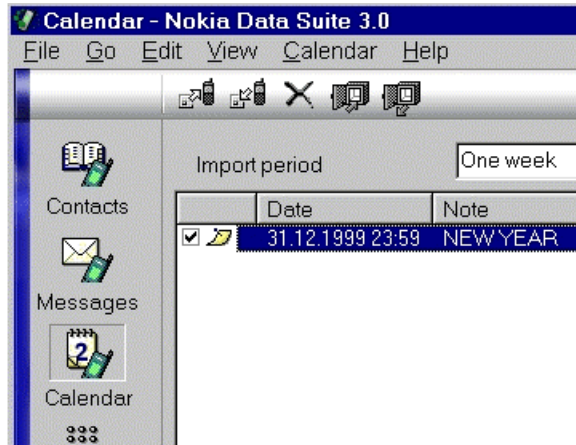
If you have a reminder in a note this will also come along.



The program confirms how many notes you have imported.

## EXPORT

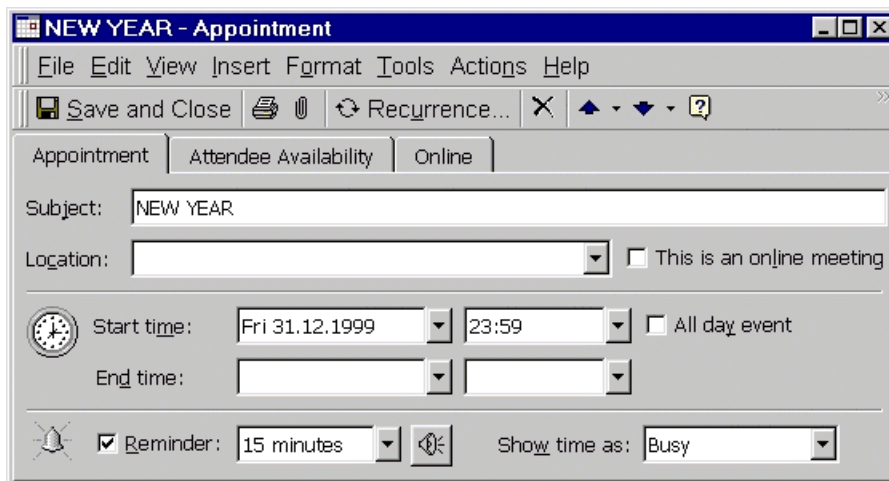
If you had added new calendar events to the phone while the phone was not connected to the PC, you can update the list of calendar events in the Calendar main view by clicking Refresh in the View menu.



Select the event and then export it into the PC calendar.



Next, you get a confirmation for exporting.



In your PC Calendar application, e.g. Microsoft Outlook 97/98 (or Microsoft Schedule+ ), the exported appointment can look like this. In this example, there is also a reminder which has been set 15 minutes before the event.



## LEGAL NOTICE

Copyright © Nokia Mobile Phones 1999. All rights reserved.

Reproduction, transfer, distribution or storage of part or all of the contents of this document in any form without the prior written permission of Nokia is prohibited.

Nokia and Nokia Connecting People are registered trademarks of the Nokia Corporation. Other product and company names mentioned herein may be trademarks or tradenames of their respective owners.

Nokia operates a policy of continuous development. Therefore, we reserve the right to make changes and improvements to any of the products described in this document without prior notice.

Under no circumstances shall Nokia be responsible for any loss of data or income or any special, incidental, consequential or indirect damage howsoever caused.

The contents of this document are provided "as is". Except as required by the applicable law, no warranties of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose, are made in relation to the accuracy, reliability or contents of this document. Nokia reserves the right to revise this document or to withdraw it at any time without prior notice.