Using Outlook:

To subscribe manually using Outlook 2007:
1. Open Outlook.
2. Click Tools.
3. Click Account Settings.
4. Select the Internet Calendars tab.
5. Click New.
6. Enter the subscription link in the field.
7. Click Add.
8. Adjust your Subscription Options, and click Add.
9. This calendar will display in your Other Calendars area.

To subscribe manually using Outlook 2010:
1. Click Calendar in Outlook.
2. Click Open Calendar.
3. Select From Internet.
4. Enter the subscription link in the field.
5. Click OK.
6. This calendar will display in your Other Calendars area.

To export as a .CSV in Outlook:

1. Click on File in the menu bar.
2. Select Import and Export (2007) or Open and Export > Import/Export (2010)
3. Select 'Export to a File', and then click Next.
4. Choose Comma Separated Values, and then click Next.
5. Click your desired Calendar, and then click Next.
6. Browse to the desired location you wish to save the calendar and name the file, then click Next.
7. Click Finish.
8. You can then edit the CSV file and import into the WCM calendar.

Using Mozilla Thunderbird

Thunderbird is a free email application available from Mozilla. This assumes that you have an .ics file of the desired calendar date range available on your computer.   The export process is a bit cleaner on this application.

Thunderbird download: https://www.mozilla.org/en-US/thunderbird/

1. Click Create a New Calendar for the events you will import.
2. Select 'On my computer.'
3. Name the calendar and click Finish
4. From the Menu icon (hamburger icon in the upper right corner), select "Events and Tasks" > Import
5. Browse out and find the ics file with the events.

6. From the list of available calendars, choose the calendar you wish to import the events to and click OK.
7. Once the events import, select "Events and Tasks" > Export from the Menu icon
8. Choose the Calendar you wish to export and click 'OK'
9. In the Export window:
    a. Name the file
    b. Browse to the location where you want the file to be saved.
    c. Under Save as Type, choose 'Outlook Comma Separated Values(*.csv)'
10. Click Save.
11. You can then edit the CSV file and import into the WCM calendar.