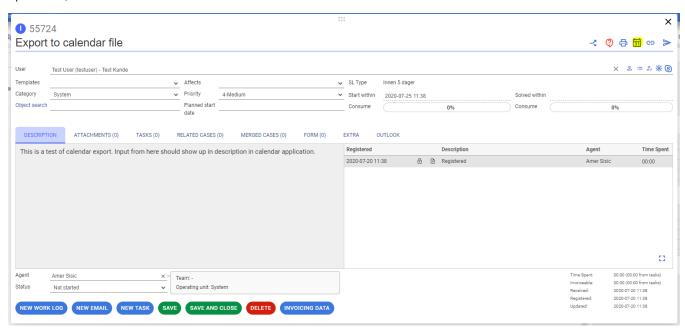# Export calendar file

Agents can export case as calendar file (.ical) that can be used in your favorite calendar application.
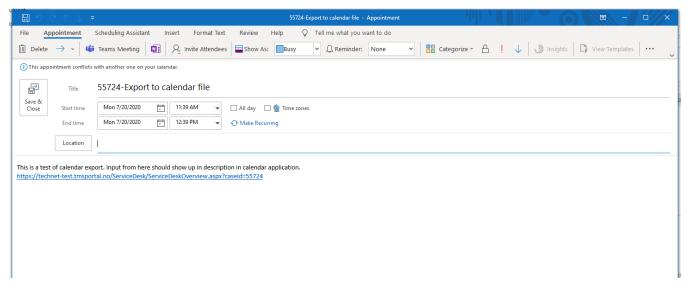
To export case as calendar file, follow steps below:

Open a case, and click on calendar icon



After icon is cliked, a file will be downloaded. (*Based on your browser preferences it will be saved automaticly or a popup window will show up to ask you where the file should be saved*)

Open the downloaded file in your favorite calendar application (In this tutorial we are using Outlook)



If planned date is used, then start time in calendar application will be based on planned date time.