AOC Technology Tips

Exporting Calendar(s) From GroupWise

To save your Calendar(s) appointments from GroupWise, please do the following.

Exporting Calendar(s)

- 1. Open GroupWise and click the Calendar icon.
- 2. Right click the Calendar icon for menu options.
- 3. Select the Export option.
- 4. The Save File window will appear.
- 5. Select your Personal folder on the G Drive. Name your Calendar and click SAVE.

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| | New Folder | 1.1.1 |
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Importing Calendar(s) To Outlook

To add your saved Calendar(s) to Outlook, please do the following.

Importing Calendar(s)

6. Open Outlook and click File, then Open & Export.



7. Select Import/Export.



- 8. Select Import an iCalendar (.ics) or vCalendar file (.vcs), then click Next.
- 9. Select your calendar file from your Personal folder on the G Drive and click OK.
- 10. Select **Open as New**. The calendar is automatically imported into your Outlook Calendar.

** Be sure to review for possible duplicate appointments**