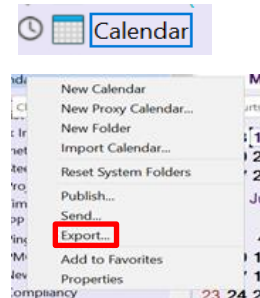


## Exporting Calendar(s) From GroupWise

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.

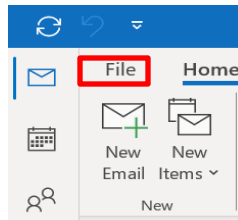


## Importing Calendar(s) To Outlook

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\*\***