# **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.

	M
New Calendar	
New Proxy Calendar	urts.
New Folder	1.1
Import Calendar	12
Reset System Folders	2
Publish	Ju
Send	
Export	4
Add to Favorites	11
	New Calendar New Proxy Calendar New Folder Import Calendar Reset System Folders Publish Send Export Add to Favorites

# 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\*\*