

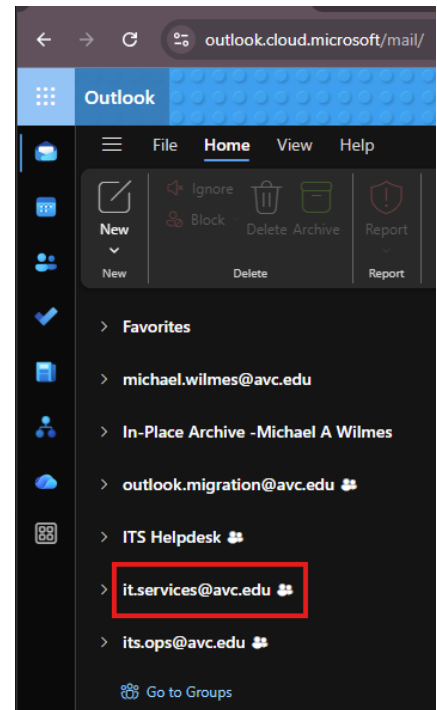
Calendar Migration Directions

Overview

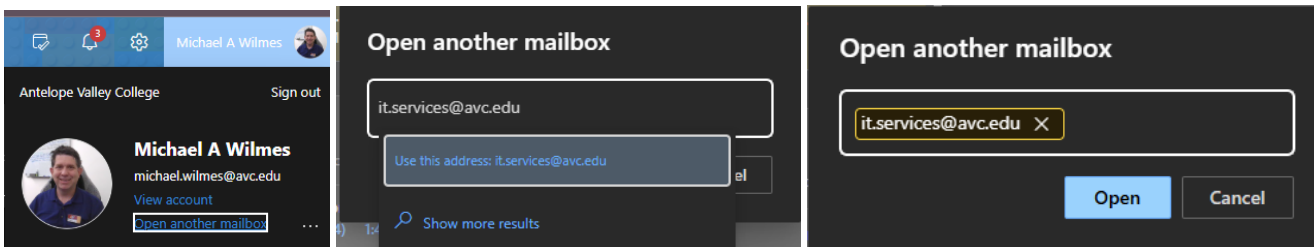
1. Create a new calendar in Outlook using a shared account.
2. Export the events from the old calendar.
 - a. Export from Google.
 - b. Export from Outlook.
3. Import the events into the shared calendar.
4. Configure access to the shared calendar.

Directions

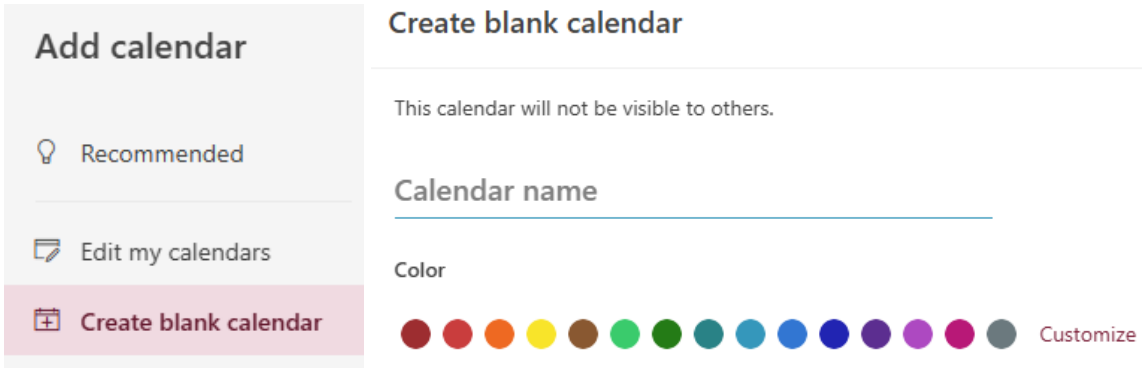
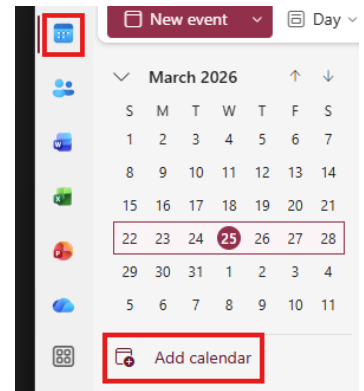
- 1. Create a new calendar in Outlook using a shared account.**
 - To migrate calendar items, you need to have a new calendar to import them into. This calendar should exist in a shared inbox in outlook, or the calendar will be lost when the account owner leaves AVC.
 - Identify the shared email account to use. If you do not have access to a shared inbox, contact the ITS Helpdesk so we can help identify one for your use.



- Log into the shared calendar email. Click your login in the upper left corner, then select “Open another mailbox”. Enter the email address of your shared inbox, select it from the drop down, and click on “Open”. The shared email will open in a new tab.



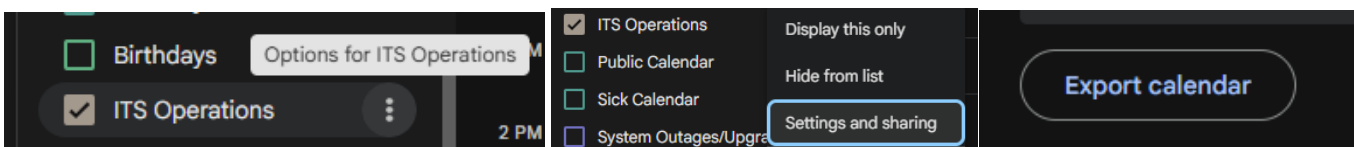
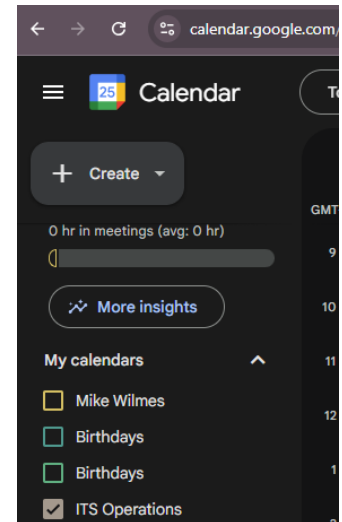
- Create the new calendar by following these directions. Click on the calendar icon on the left to list all the existing calendars. If you need a new one, start by clicking the “Add calendar” link. Select “Create blank calendar” on the left pane, then enter the name and select the options you want for your calendar. At this point, only users that can log into this shared inbox can access the calendar.



2. Export the events from the old calendar.

a. Export from Google.

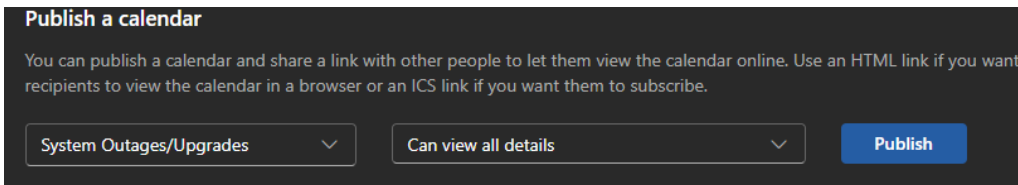
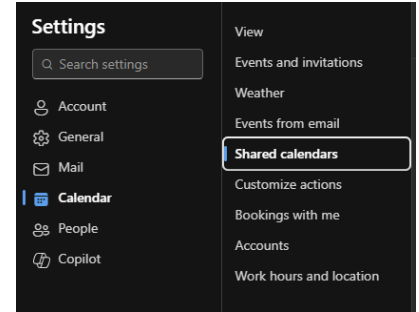
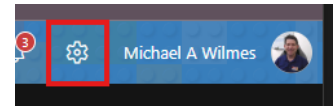
- Open the Google Calendar to migrate at <https://calendar.google.com>. Click on the three dots to the right of the calendar to export, then click on “Settings and sharing”. Find and click the “Export calendar” button on this settings page, and save the file that it asks you to download.



- Google provides a zip file that contains the .ics file that has your calendar’s events. Extract the zip file to get access to the ics file. Contact the ITS Helpdesk if you need assistance with this step.

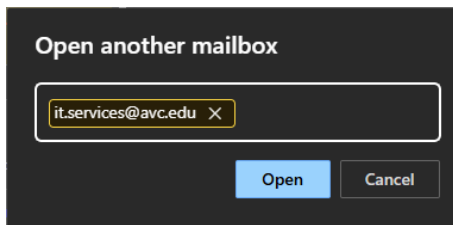
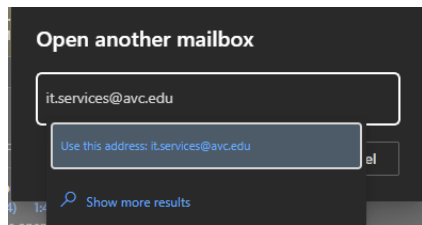
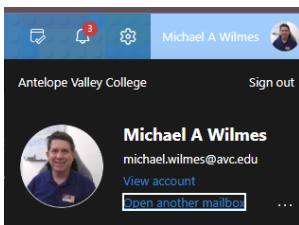
b. Export from Outlook.

- The person exporting the calendar must be able to log into the inbox that has the calendar to export. If the calendar is owned by another user, that user will need to follow these export steps. If the user no longer works at AVC, you will need to be granted access to the former employee's inbox. Expired accounts are purged by Microsoft 21 days after termination.
- Using a web browser, visit <https://outlook.office.com> and log in. Click on the settings icon next to your login in the upper right corner. Select "Calendar" from the left pane, then shared calendars. Find the "Publish a calendar section", then select the shared calendar to export from the dropdown. Next, select "Can view all details" in the "Select Permissions" dropdown list. Click the "Publish" button. Last, click on the ICS link for the calendar, select "Download", then save the downloaded file.

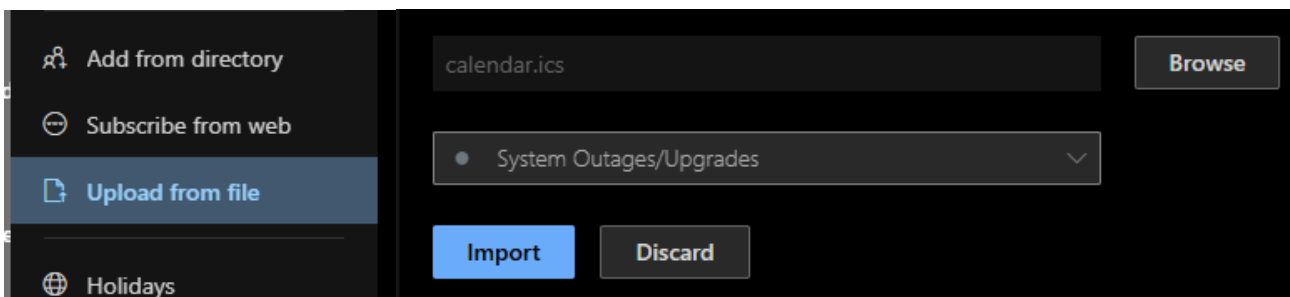


3. Import the events into the shared calendar.

- Log into the shared calendar email. Click your login in the upper left corner, then select "Open another mailbox". Enter the email address of your shared inbox, select it from the drop down, and click on "Open". The shared email will open in a new tab.

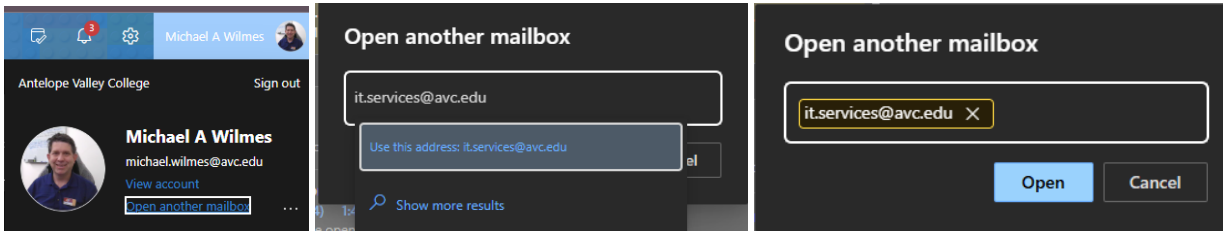


- Import the events by following these directions. Click on the calendar icon on the left to list all the existing calendars, then click on the "Add calendar" link. Select "Upload from file" on the left pane. Click the "Browse" button, then select the file with the events to import. Next, select the shared calendar to import those events into. Last, click the "Import" button to start importing events.



4. Configure access to the shared calendar.

- Log into the shared calendar email. Click your login in the upper left corner, then select “Open another mailbox”. Enter the email address of your shared inbox, select it from the drop down, and click on “Open”. The shared email will open in a new tab.



- Find the calendar to change share permissions with. Click the three dots to the right of the name, then select the “Sharing and permissions” option. Enter the email address of a user that you want to have access to the calendar, then click the “Share” button to complete adding the user. The default permission “Can view all details” allows the user to view the contents of the calendar. The “Can edit” permission allows the user to maintain the calendar without needing to log into the shared inbox. Click the trash can icon to remove a user’s access to the inbox. Modifications to existing permissions are instant and do not require clicking on any other buttons.

