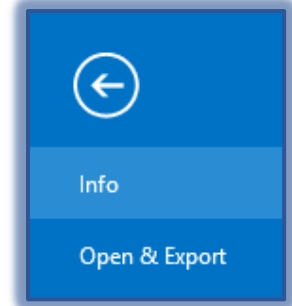
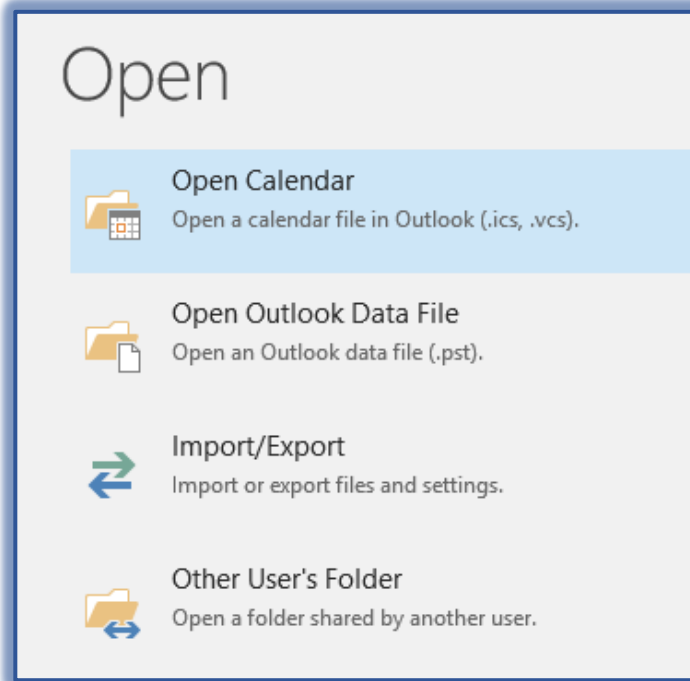


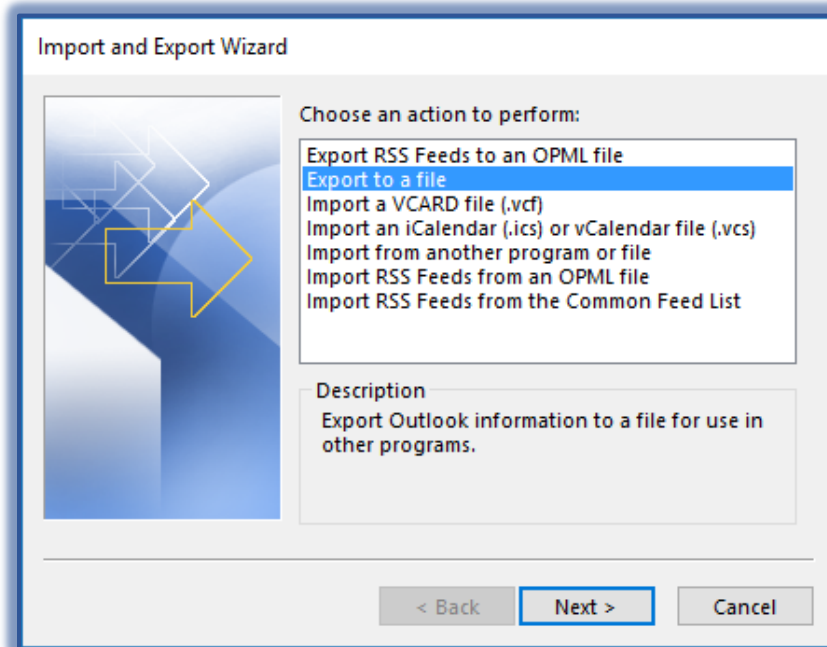
Export/Import Calendar

EXPORT CALENDAR

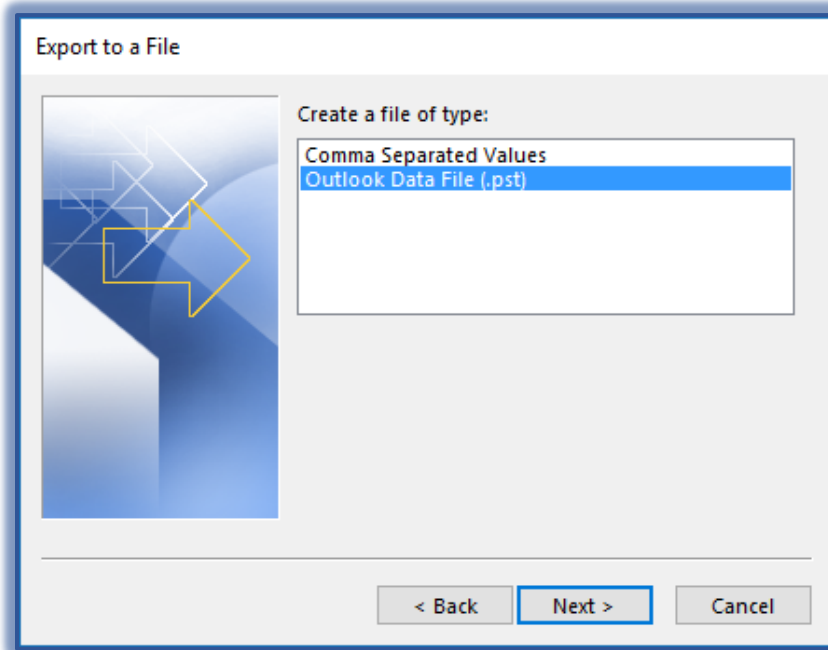
- ☐ Select the **Calendar Tab** to display the Calendar.
- ☐ Click the **File Tab**.
- ☐ Click the **Open & Export** link on the left side of the window.
- ☐ The **Open** window will display.



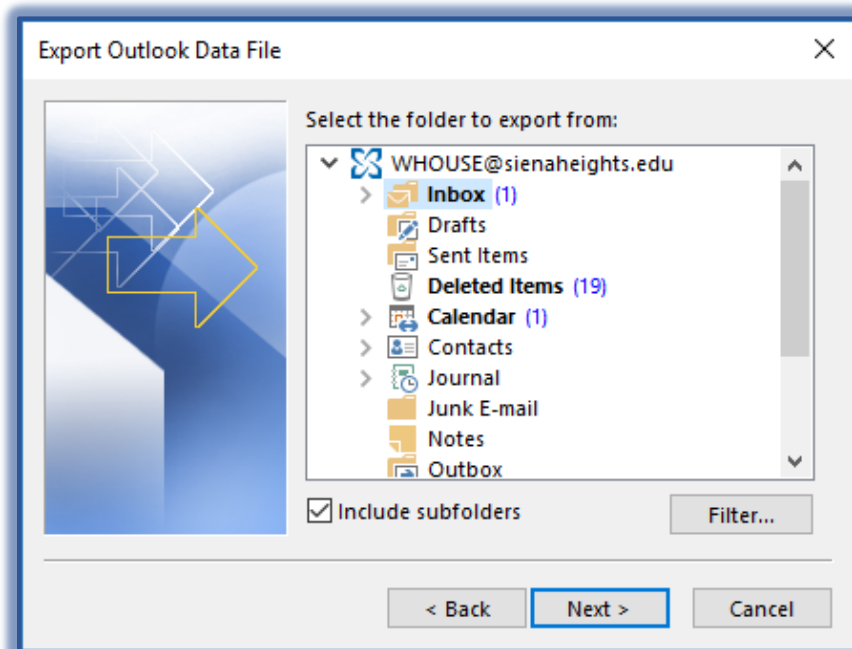
- ☐ Click the **Import/Export** option.
- ☐ The **Export and Import Wizard** will display.



- Click the **Export to a File** option.
- Click the **Next** button.
- The **Export to a File** window will display.
- Select the **Outlook Data File (.pst)** option.

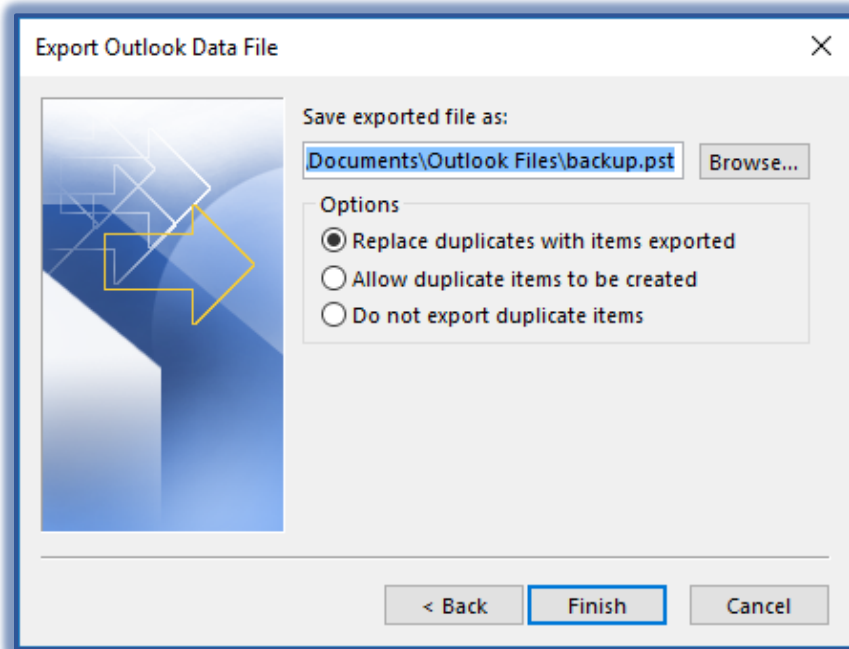


- Click **Next**.
- The **Export Outlook Data File** window will display.



- Select the **Calendar** that is to be exported.
- When the **Include subfolders** checkbox is selected, any Calendars under the selected one will also be exported.
- Click **Next**.

☰ The next step in the wizard will display.



☰ Click the **Browse** button to select the folder where the **Data File** will be stored.

✦ The **Open Outlook Data Files** window will display.

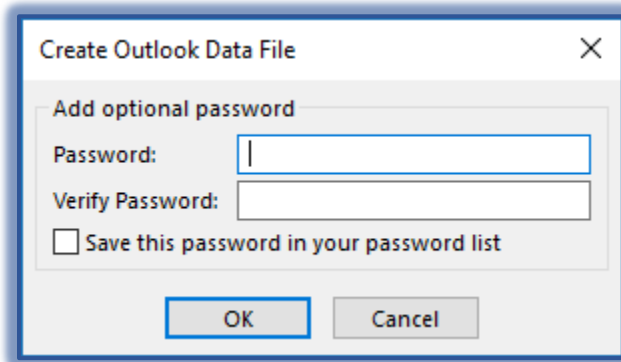
✦ Select the folder where the **Data File** is to be stored.

✦ Input a **Name** for the file.

✦ Click the **OK** button to return to the **Export Outlook Data File** window.

☰ Click the **Finish** button.

☰ The **Add Optional Password** window will display.



☰ Input the **Passwords**, if desired, and then click **OK**.

☰ Click **OK** to exit the window without saving the password.

☰ The **Data File** will be saved to the specified location.

IMPORT THE CALENDAR

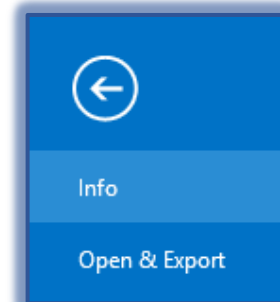
☰ Select the **Calendar Tab** to display the Calendar.

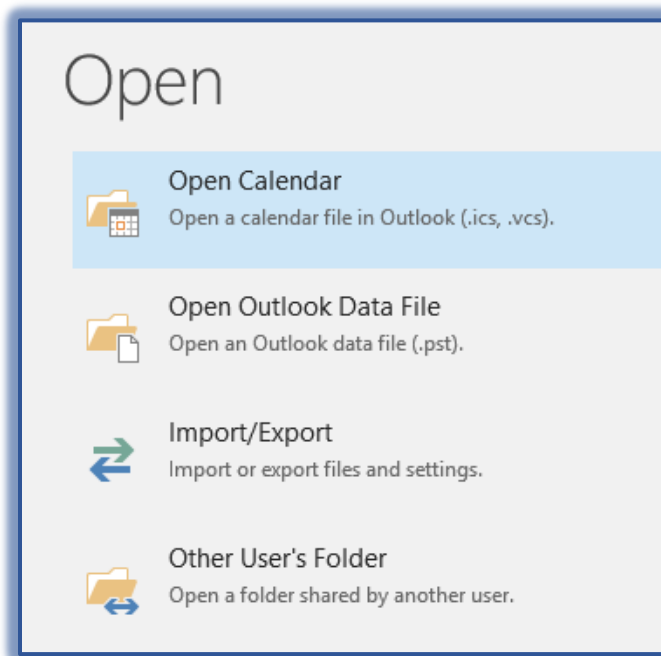
☰ Click the **File Tab**.

☰ Click the **Open & Export** link on the left side of the window.

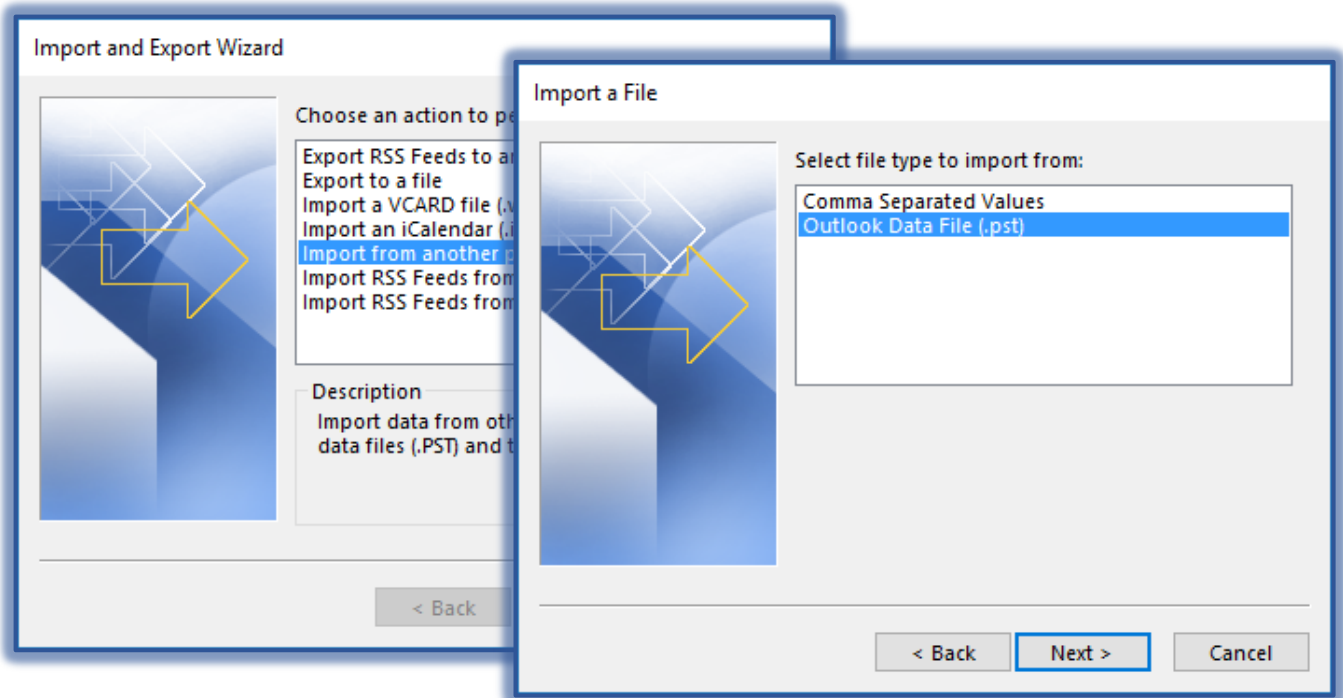
☰ The **Open** window will display.

☰ Click the **Import/Export** option.

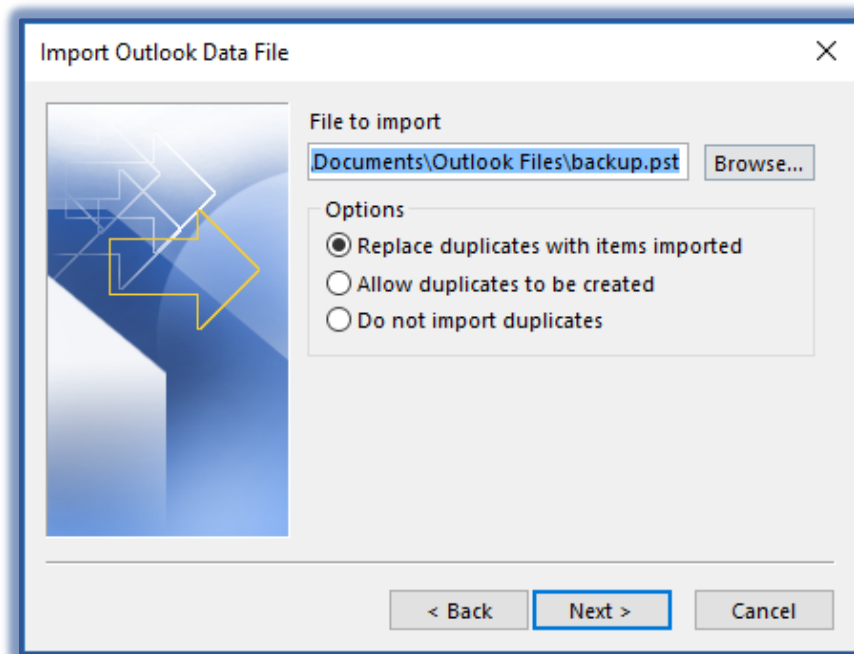




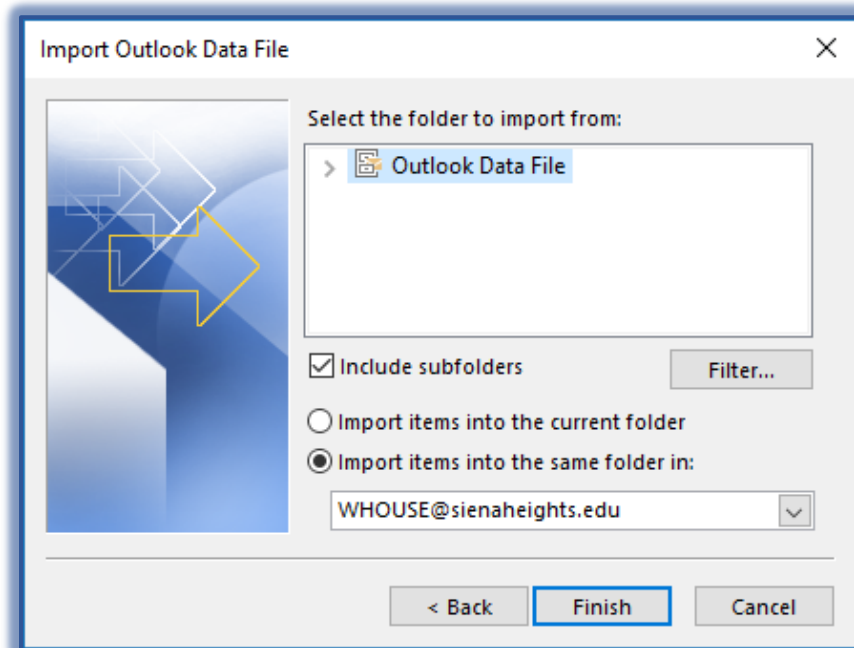
- The **Export and Import Wizard** will display.
- The **Import from another program or file** option should be selected.
- Click the **Next** button.



- The **Import a File** window will display.
- Select the **Outlook Data File (.pst)** option.
- Click **Next**.
- The **Import Outlook Data File** window will display.
- Click the **Browse** button to select the file that is to be imported.
- After the file is selected, click the **Open** button.



- Click **Next**.
- The selected folder should appear under **Select the folder to import from**.



- Click the **Triangle Shape** on the left side of the folder.
- Continue this process until the **Calendar** that is to be imported is listed.
- Select this **Calendar**.
- Select any of the other options.
- Click the **Finish** button.
- The **Calendar** should appear in the **Navigation Bar**.