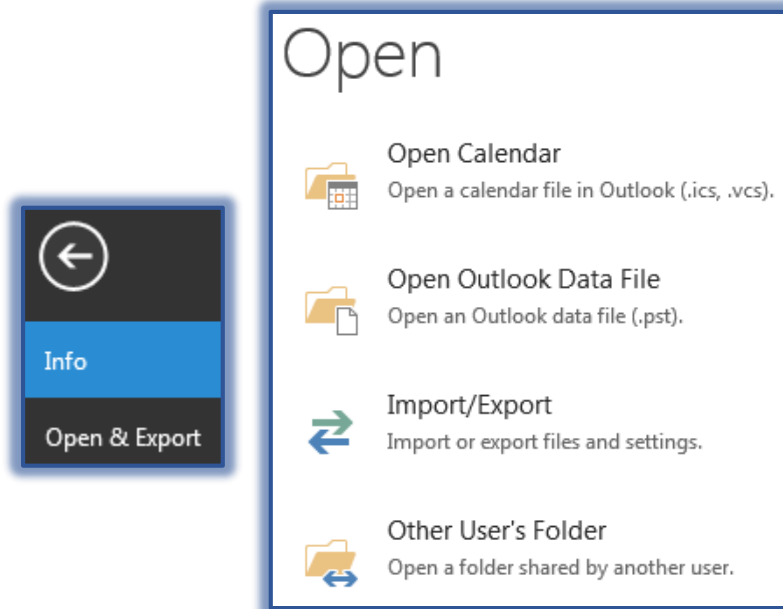


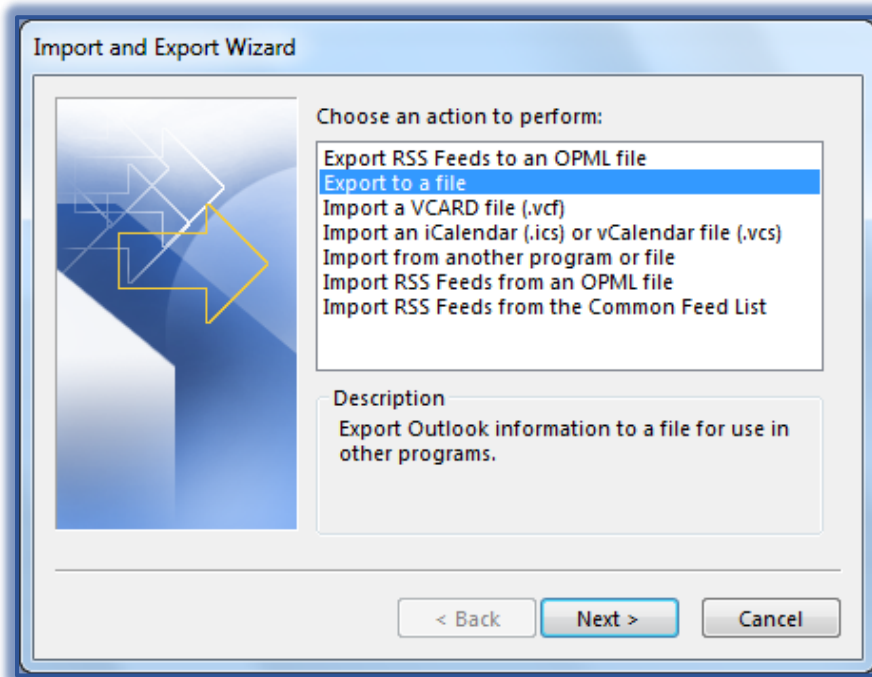
## Export/Import Calendar

### 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 (see illustration below).

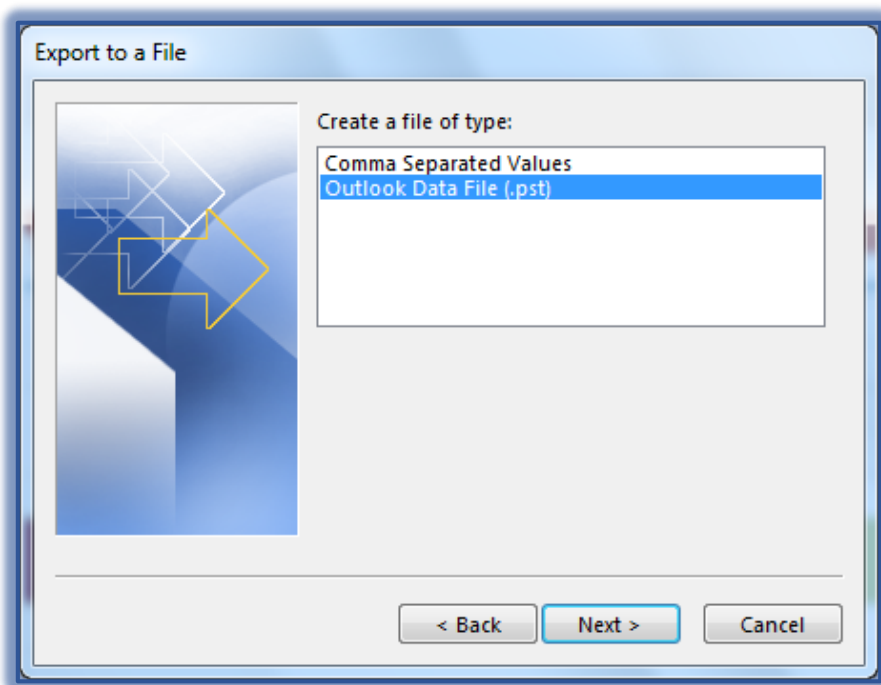


- ☰ Click the **Import/Export** option.
- ☰ The **Export and Import Wizard** will display.
- ☰ Click the **Export to a File** option (see illustration).

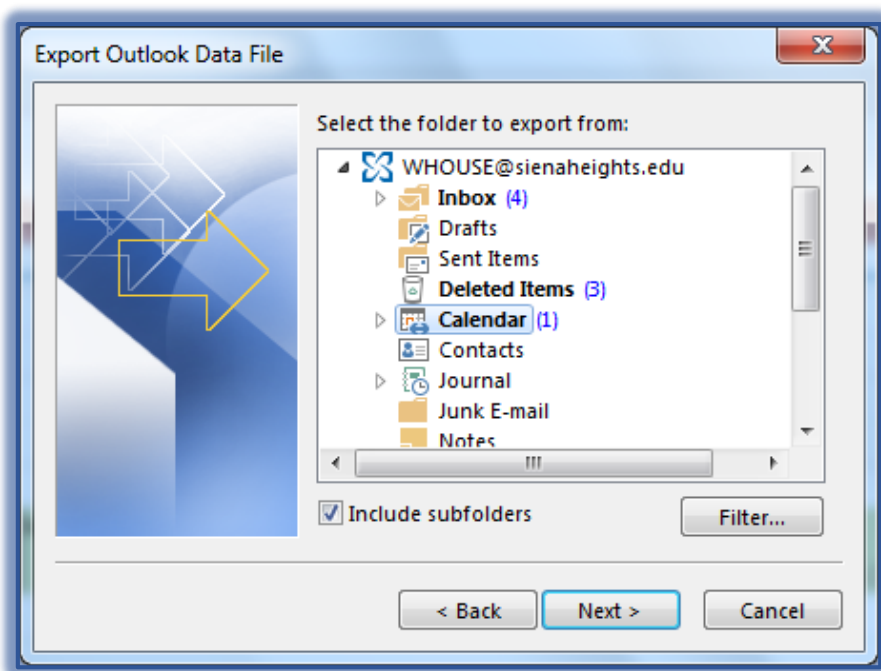


- ☰ Click the **Next** button.

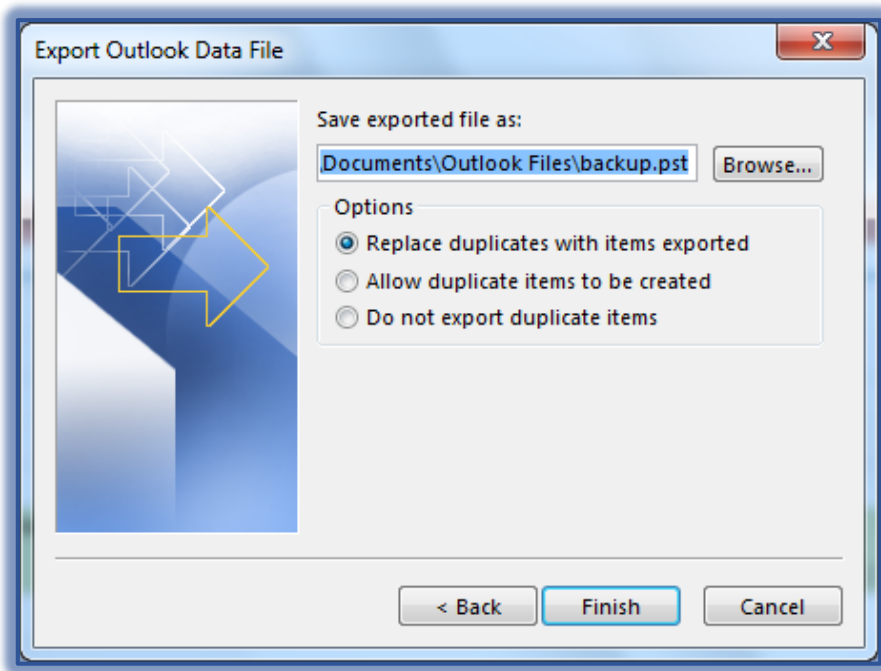
- ☞ The **Export to a File** window will display.
- ☞ Select the **Outlook Data File (.pst)** option (see illustration).



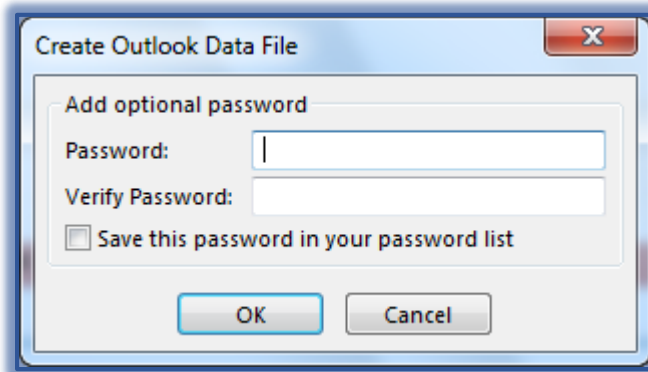
- ☞ Click **Next**.
- ☞ The **Export Outlook Data File** window will display (see illustration).



- ☞ 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.



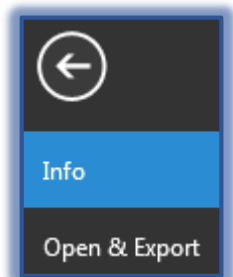
- ☰ Click the **Browse** button to select the folder where the **Data File** will be stored.
  - ✦ The **Open Outlook Data Files** window will display.
  - ✦ Select the folder where the **Data File** is to be stored.
  - ✦ Input a **Name** for the file.
  - ✦ Click the **OK** button to return to the **Export Outlook Data File** window.
- ☰ Click the **Finish** button.
- ☰ The **Add Optional Password** window will display (see illustration).

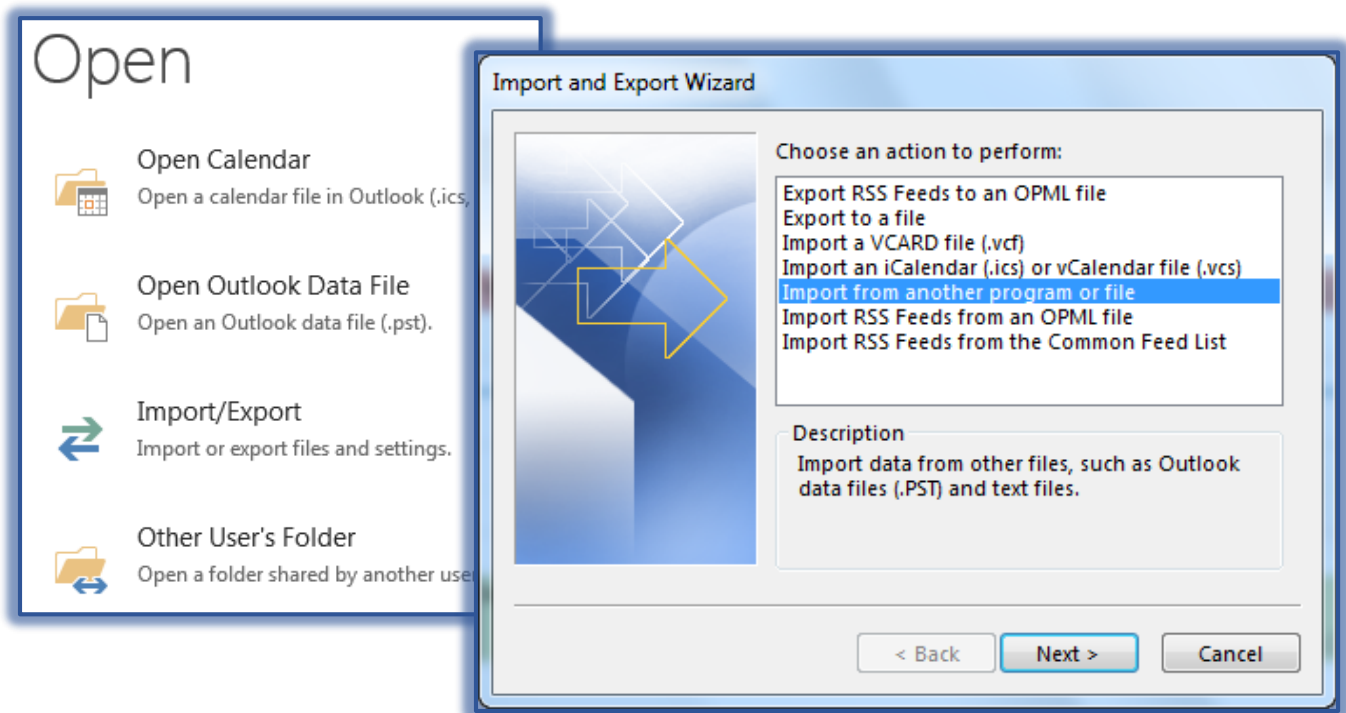


- ☰ Input the **Passwords**, if desired, and then click **OK**.
- ☰ Click **OK** to exit the window without saving the password.
- ☰ The **Data File** will be saved to the specified location.

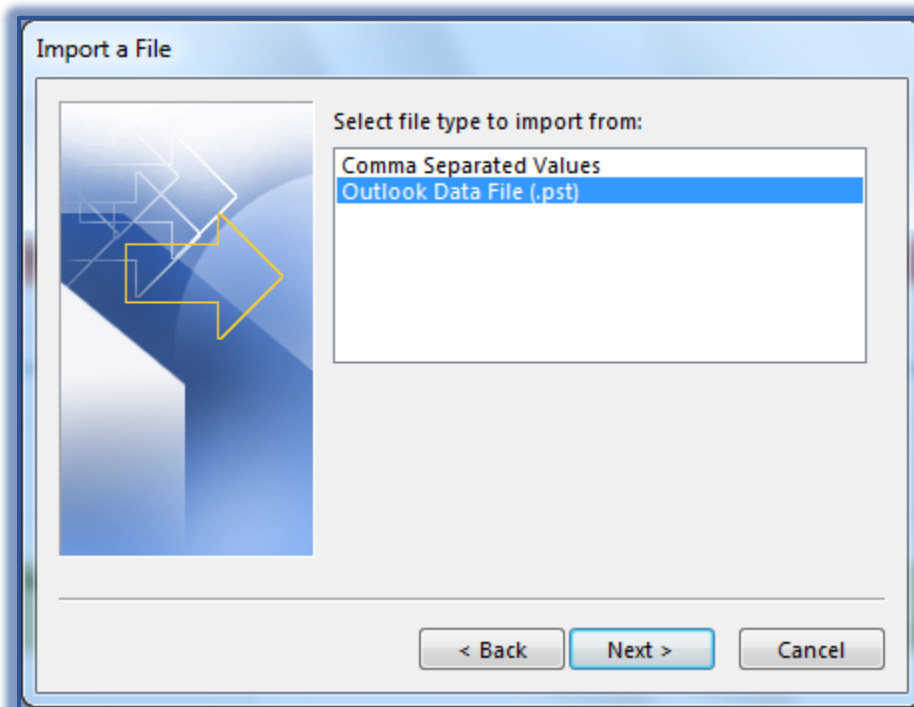
### IMPORT THE CALENDAR

- ☰ 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 (see illustration on next page).
- ☰ Click the **Import/Export** option.
- ☰ The **Export and Import Wizard** will display.

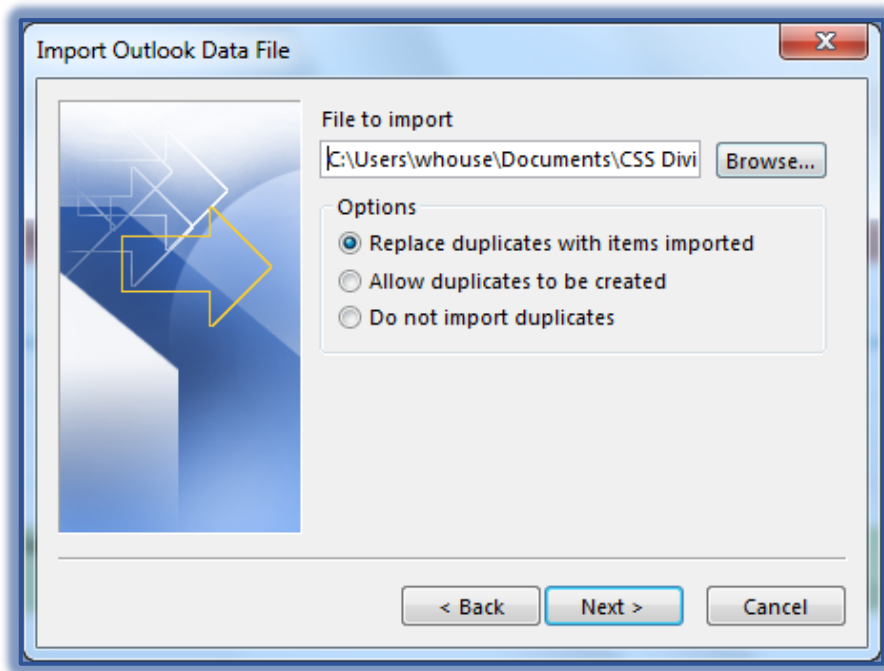




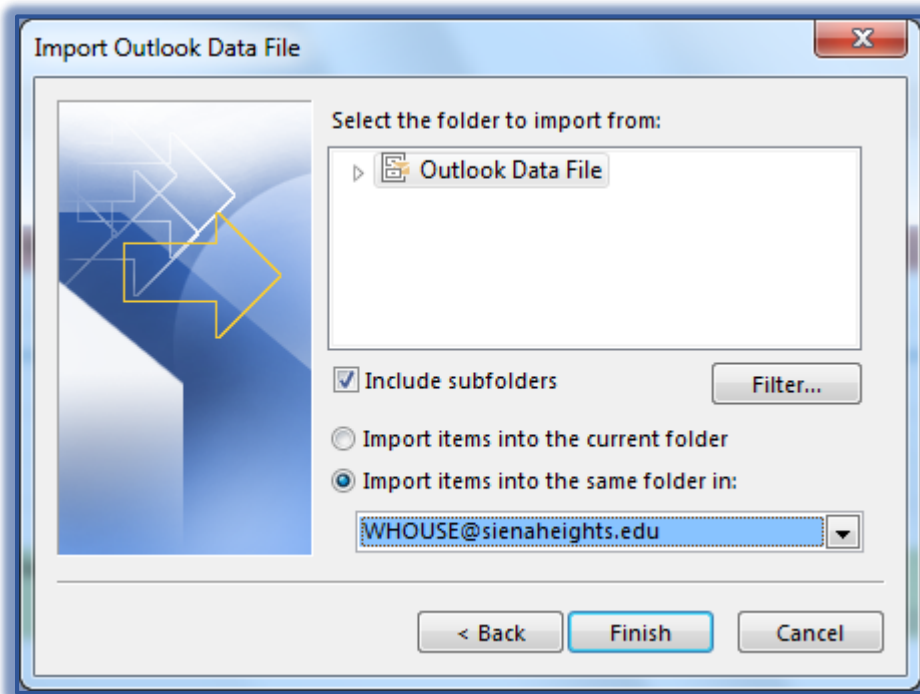
- ☐ The **Import from another program or file** option should be selected.
- ☐ Click the **Next** button.
- ☐ The **Import a File** window will display (see illustration).



- ☐ 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**.