

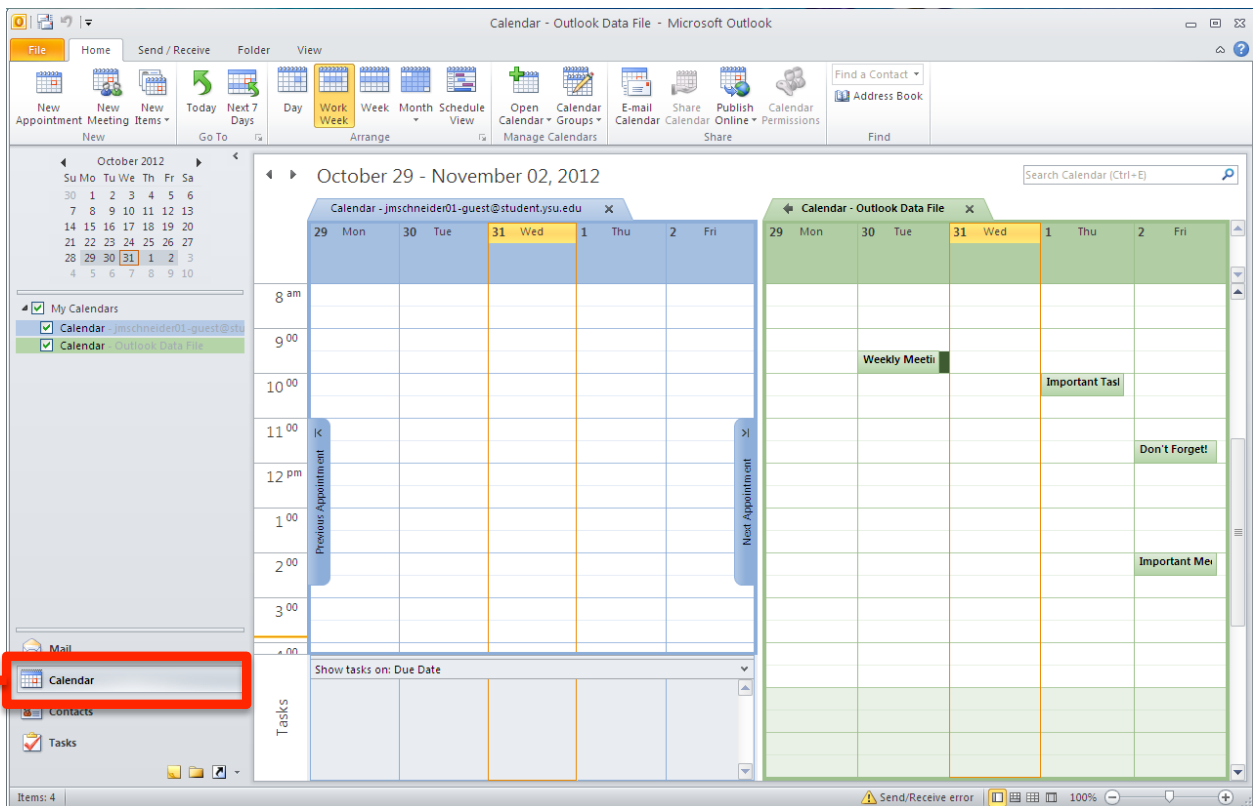
Migrating local Outlook Calendars to Office 365

Microsoft Outlook 2007 and 2010

Required Items: Microsoft Outlook 2007, Microsoft Outlook 2010

This guide will assist you with migrating your local Outlook calendar into your online Office 365 calendar. This will allow you to synchronize your appointments to a smart phone or tablet device. These instructions assume you already have Office 365 configured within Outlook 2010. This guide is broken down into steps. Please complete each step prior to moving onto the next.

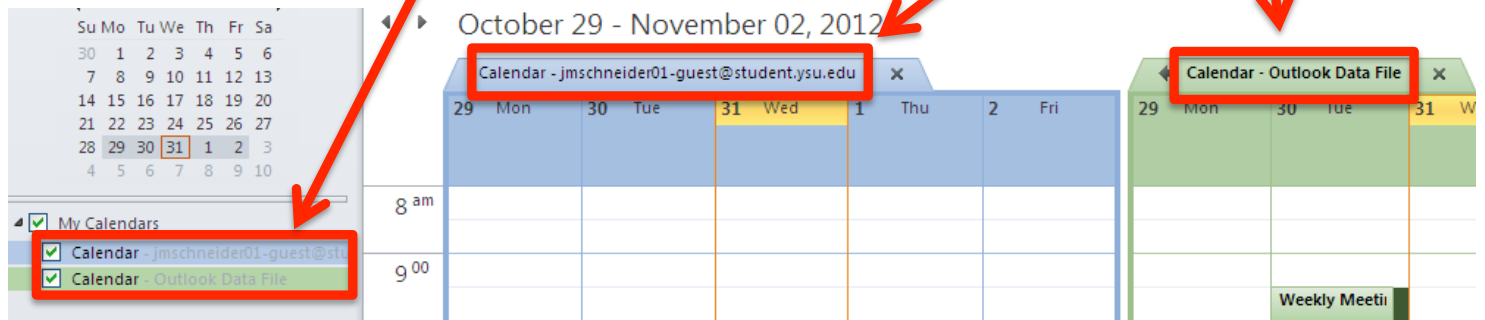
Step 1: Open Outlook 2010 and select the **Calendar** item from the task pane on the left



Step 2: Identify the SOURCE and DESTINATION calendars.

- **Outlook Data File:** This is your local calendar. Your offline appointments appear here (SOURCE).
- **user@ysu.edu or user@student.y su.edu:** This is your Office 365 calendar (DESTINATION).

The description also appears on the task pane next to the calendar name

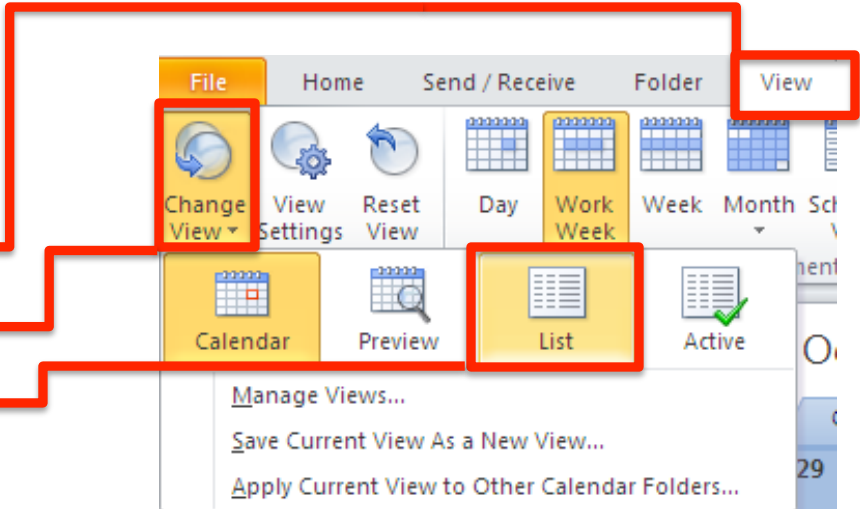


Note: If you are using Outlook 2007, your calendar listing will look slightly different.

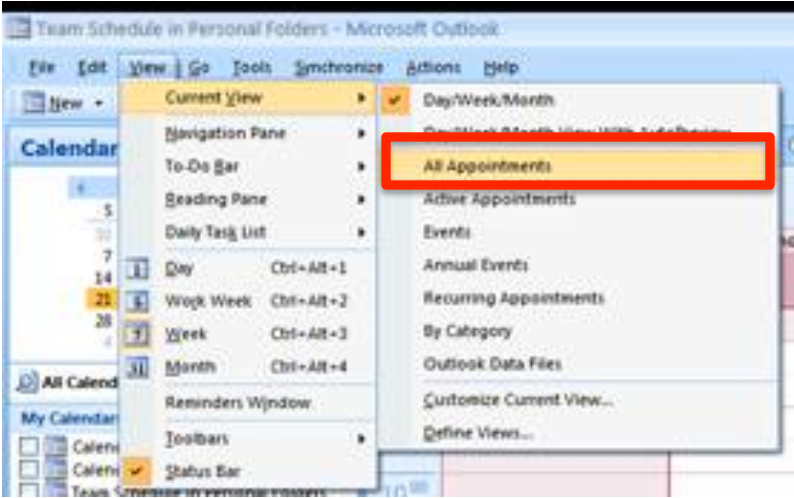


Step 3: Change the view setting to "List".

- Click the **View** menu
- Click **Change View** ribbon item
- Click **List**

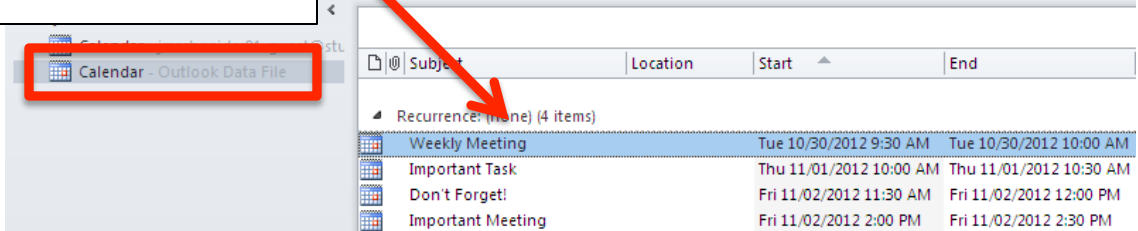


Note: If you are using Outlook 2007, you will need to instead change the view by going to **View -> Current View -> Day/Week/Month** as seen on the right.

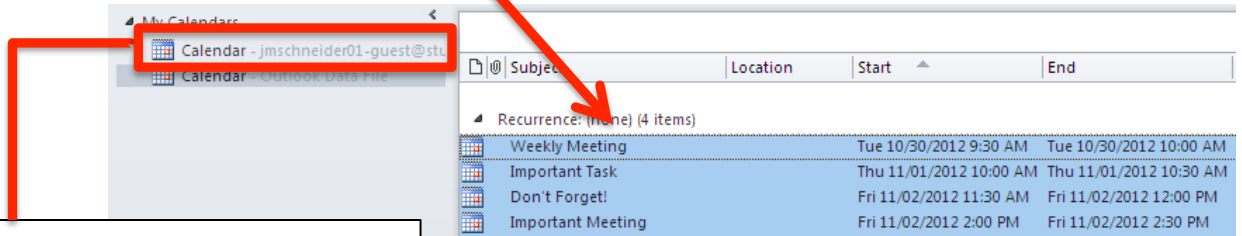


Step 4: Verify the SOURCE calendar is selected.

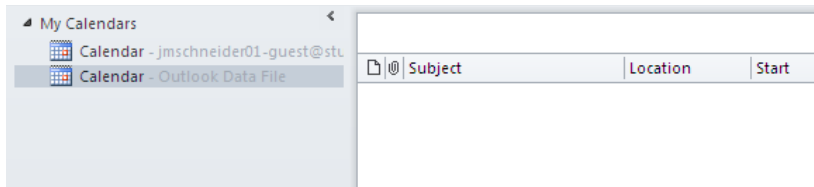
You should now see all of your calendar items in a list view



Step 5: Select the first item in the list and then press “CTRL + A” to select all of the calendar items



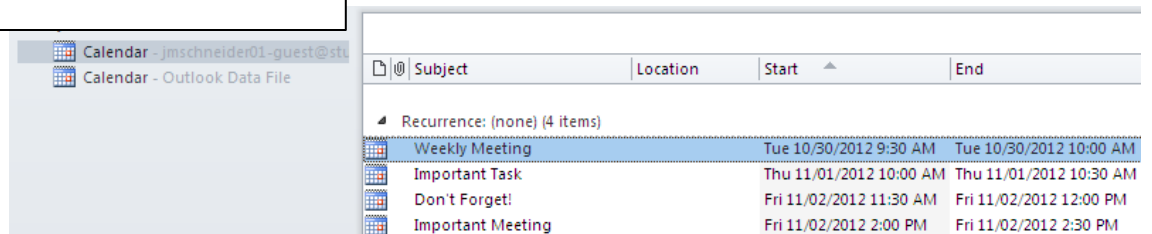
Step 6: CLICK AND DRAG the calendar items onto the DESTINATION calendar and release the mouse button



Please be patient while the calendar items are moved. Depending on how many appointments are on the calendar, you may see a progress window.

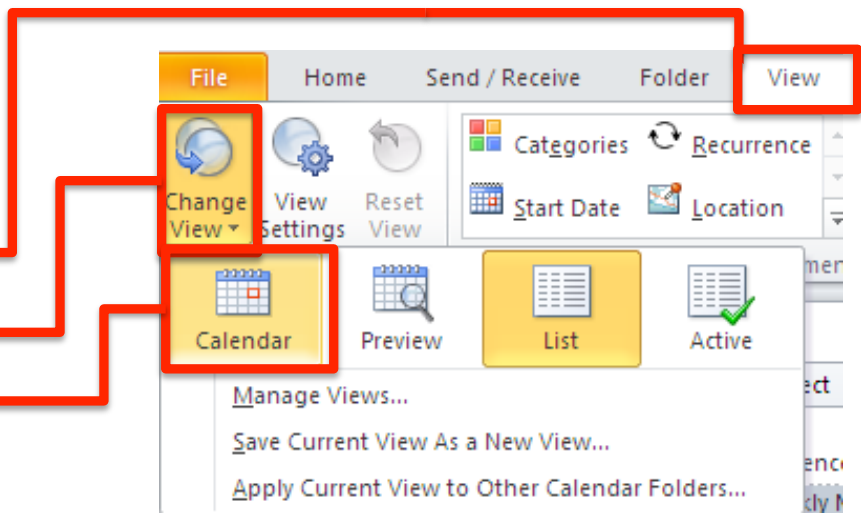
When the system is finished moving the items, your source calendar should now be empty.

Step 7: Select your Office 365 calendar from the list. All of your calendar items should be listed.

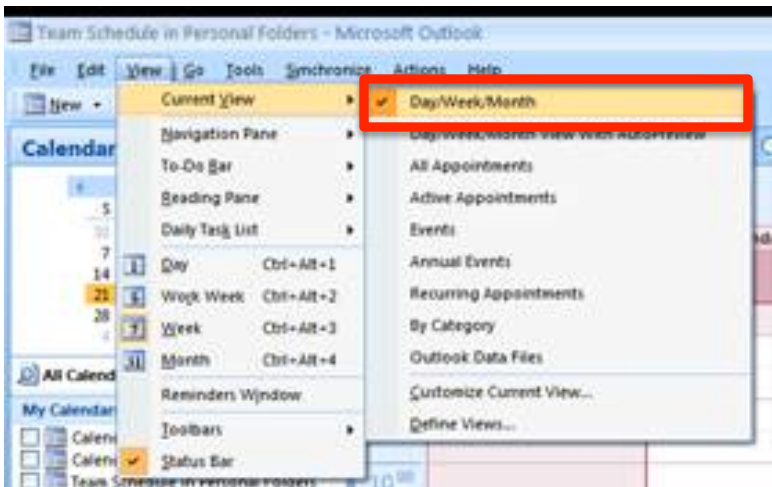


Step 8: Change the view setting to “Calendar”.

- Click the **View** menu
- Click **Change View** ribbon item
- Click **Calendar**



Note: If you are using Outlook 2007, you will need to instead set the view back by going to **View** → **Current View** → **Day/Week/Month** as seen on the right.



Congratulations! Your appointments have successfully been moved onto the Office 365 server. You can now access them from Outlook, Office 365 web interface, or from your smartphone or tablet*.

**Note:* Some smartphones and tablets will only synchronize the default Office 365 calendar. You will need to use the web interface to access your additional calendars if this is the case.

