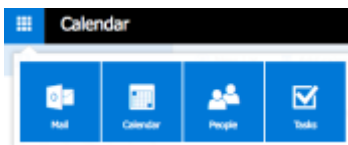


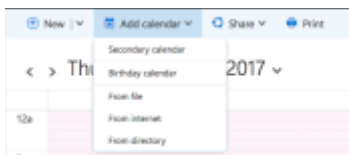


How to Migrate Your Personal iCal Calendars to Outlook on the Web

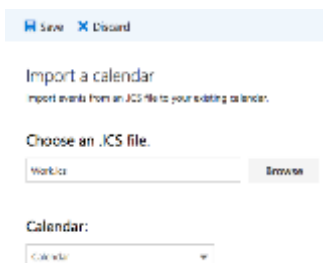
1. Open Calendar App on your Mac
2. Select the calendar you wish to export and click 'File' > 'Export' > 'Export...' from the top menu bar
Do this only for your personal calendars, not the shared or district calendars you are subscribed to
3. Save the file to your Desktop and give it a meaningful file name *ie Work.ics or Personal.ics*
4. Open your web browser (Safari, Chrome, Firefox) and go to <https://mail.sd46.bc.ca> and log in with your District Username and Password
5. Click the App Launcher (Block of 9 squares) in the top left corner and select Calendar



6. Along the top menu bar, click 'Add Calendar' and select 'From File'



7. Click 'Browse' and select the .ics file you exported in Step 3
8. Choose the Calendar you want to merge the events into, then click 'Save' at the top of the form



9. The import may take a few moments and, you will probably get some pop ups for reminders of old meetings. When the import is complete, you can dismiss the warnings. There is a Dismiss All option in the Reminder window.

By placing your calendar on the Exchange Server, your calendar will now be available from all your connected devices that have Outlook installed, or via Outlook on the Web.