



How to Migrate your Personal iCal Calendars to Outlook

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

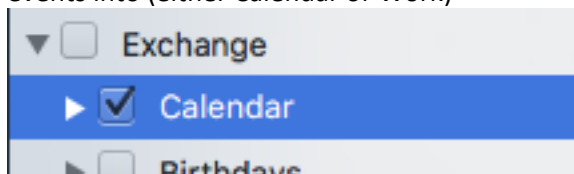
Do this only for your personal calendars, not the shared or district calendars you are subscribed to

Save the file to your Desktop and give it a meaningful file name *ie Work.ics or Personal.ics*

3. Open Outlook for Mac 2016
4. Select the Calendar icon at the bottom of the left hand pane (the highlighted icon below)



5. In the menu of Calendars, Expand Exchange then select calendar you would like to merge the events into (either Calendar or Work)



6. Arrange your windows so you can see the location you saved the file in Step 2, and your calendar in Outlook 2016
7. Drag the .ics file (from Step 2) to the Calendar Name, (you should see a Green + symbol appear when you have done it correctly) and remove your finger of the mouse.
8. 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.