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Importing your Calendar into Outlook

There are generally 2 kinds of calendars you may already have - your own personal one, and invites or shares of a few "central" calendars the Co-op has maintained.

The central ones will be managed centrally and will be reshared to your new MS365 account once you are fully onboarded.

For personal ones, it is HIGHLY recommended that you move your work calendaring to Outlook, as it will become the central calendar solution for scheudling across the Co-op.

Importing Your Google Calendar into Outlook

1. If you visit

https://support.microsoft.com/en-us/office/import-google-calendar-to-outlook-098ed60c-936b-41fb-83 d6-7e3786437330 the first step is an accurate description of how to get a calendar *export* out of Google Calendar. However the second step to import it is dated.

2. To do that, go to Outlook online (https://outlook.office.com/calendar/). On the left-hand side choose "Add Calendar"

	Outlook	,∽ Search
	Home View Help	
	■ New event ∨	🗇 Day 🗸 🖻 Work week
89	\checkmark May 2023 \uparrow \downarrow	Today ^ ~
	S M T W T F S	
Ð	30 1 2 3 4 5 6	Sunday Monda
~	7 8 9 10 11 12 13	Apr 30 May
•	14 15 16 17 18 19 20	10 AM
	21 22 23 24 25 26 27	
	28 29 30 31 1 2 3	
	4 5 6 7 8 9 10	7 8
60		10 AM
88	🗄 Add calendar	TO AM
	Create Dooking page	
		14 15
		10 AM
	< Calendar	
	Show all	21 22
		9 AM '
		10 AM

and in the ensuing window, select "Upload from File" and slect the google calendar archive you have extracted in the previous step.

Add calendar	Upload from file)
© Recommended	Impart events from an Jos file by diagging it here or kylenosing this computer.	
B Add personal calendars	Debute your computer or drug an Joy Ne here	
🕼 fidit my calendars		
🗵 Create blank calendar		
if. Add from directory		
O Subscribe from web		
D Upload Stars Sie		
C Holdays		
@ Sports		
C ⁹ Looking for additional calendars? No. No.		

While it is possible to "subscribe" to an external calendars feed in Outlook, this is different than importing it and is not recommended.

Importing your Thunderbird Calendar Into Outlook

If you follow these instructions to export your calendar in iCalendar format:

https://support.mozilla.org/en-US/kb/exporting-and-sharing-a-calendar

You should be able to import it into your calendar on M365:

https://support.microsoft.com/en-us/office/import-or-subscribe-to-a-calendar-in-outlook-on-the-web-50 3ffaf6-7b86-44fe-8dd6-8099d95f38df

Importing your calendar from Horde to Outlook

These instructions will help you get your calendar .ics file exported out of Horde

https://support.cpanel.net/hc/en-us/articles/1500007805721-Exporting-a-calendar-in-Horde

You should then be able to import it into your calendar on M365:

https://support.microsoft.com/en-us/office/import-or-subscribe-to-a-calendar-in-outlook-on-the-web-50 3ffaf6-7b86-44fe-8dd6-8099d95f38df

Working Notes for Systems Staff Importing Central Calendars - Please ignore

Central calendars to migrate

Calendar	Owner	Visibility	Target
Co-op Staff Vacation	Super-admin	All Staff	
Co-op Payroll/Finance	David	All Staff	Edit: David, Cimoan
Co-op Communications	David	All Staff	Edit: David, Sharon
Co-op Teleconference/Zoom Bookings	Super-admin	All Staff	Edit: All Staff
Support calendar	Christine Burns & rest of Support team	Support Team	ldeally as Support Group Calendar
Training Calendar	Jennifer Pringle	Anyone who trains (Jennifer, Christine B, Christine W, perhaps NNELS?	Not sure

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Last update: 2024/05/09 05:04

