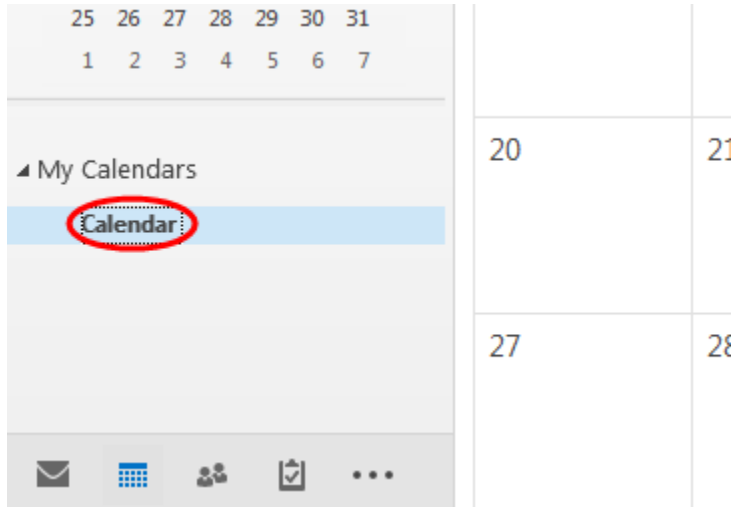


Transfer Your Calendar from Outlook to Office 365

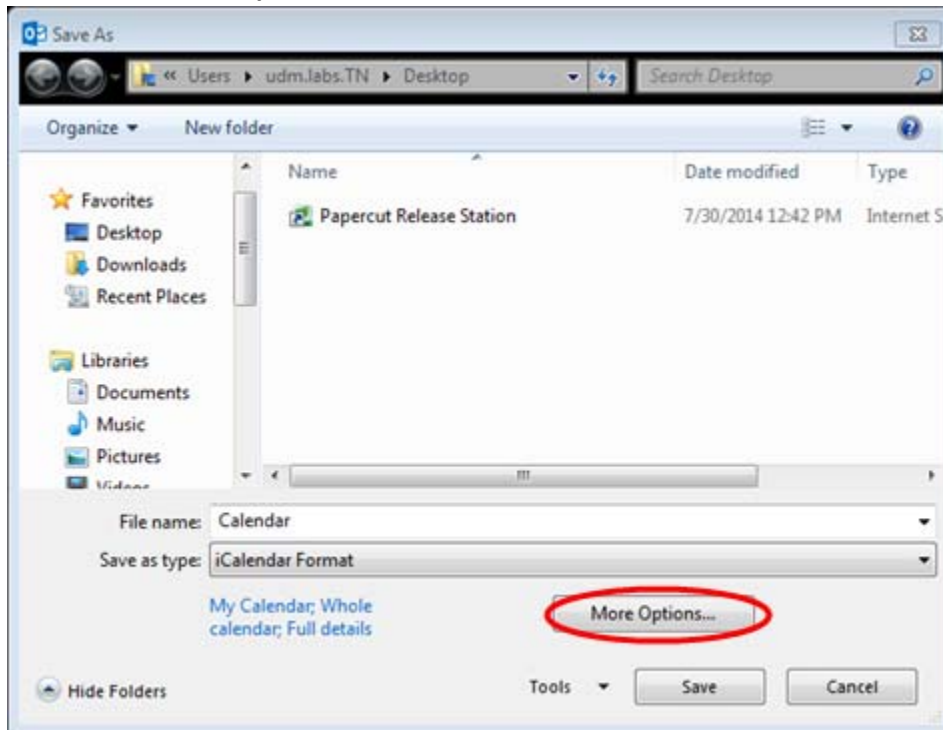
- In your Outlook client, open and select the calendar that you would like to export.



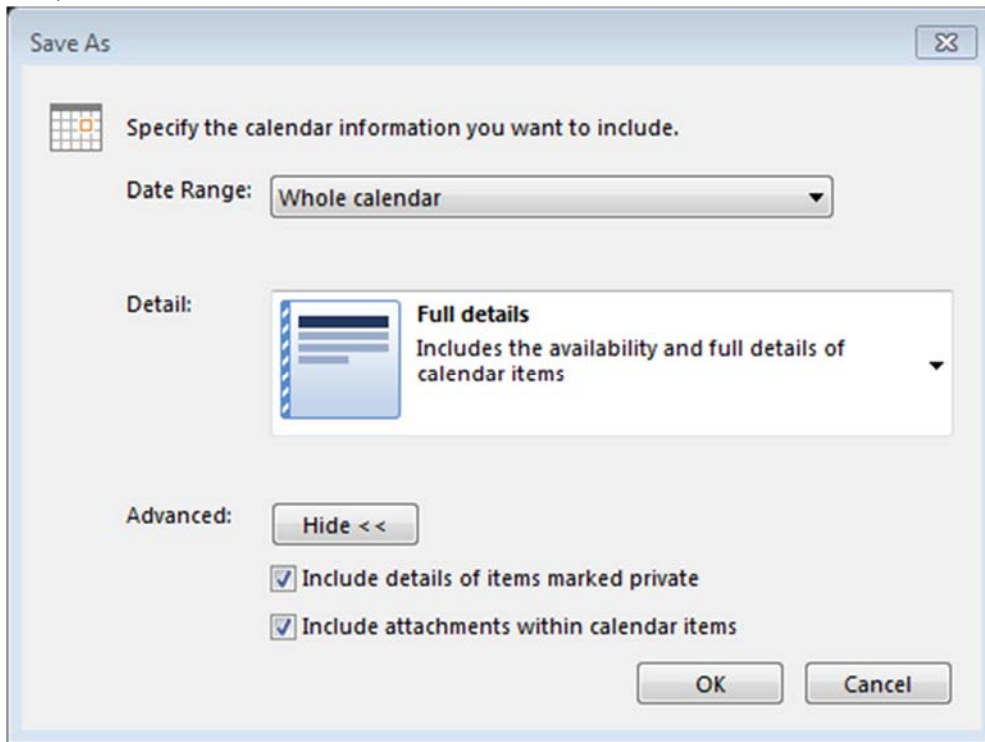
- Click on the *File* tab and select *Save Calendar*.

Save Calendar

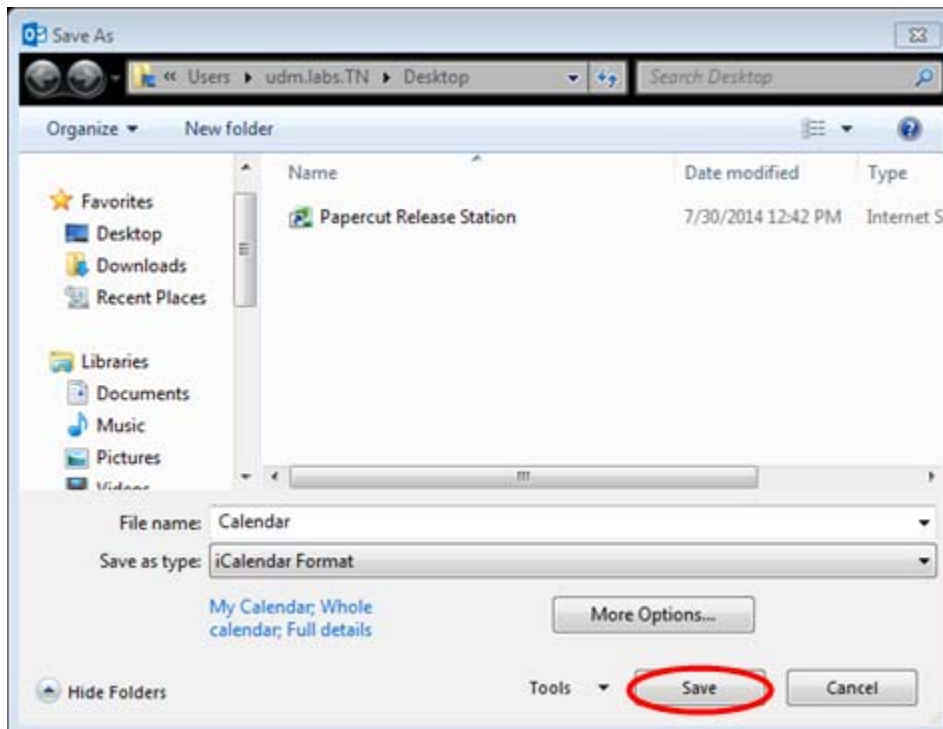
- Click the **More Options** button.



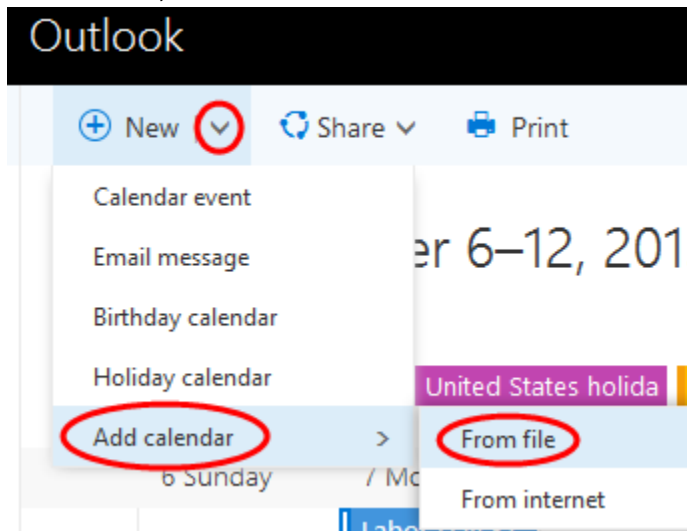
- Select the Date Range and Detail, as well as whether you would like to include items marked as private and attachments within calendar items. Click **OK**.



- Click the **Save** button.



- Log in to the [Outlook web app](#). In the Calendar app, click on the down arrow next to **New**, **Add calendar**, and **From file**.



- **Browse** to locate your exported calendar file. Click the **Save** button.



Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Calendar: