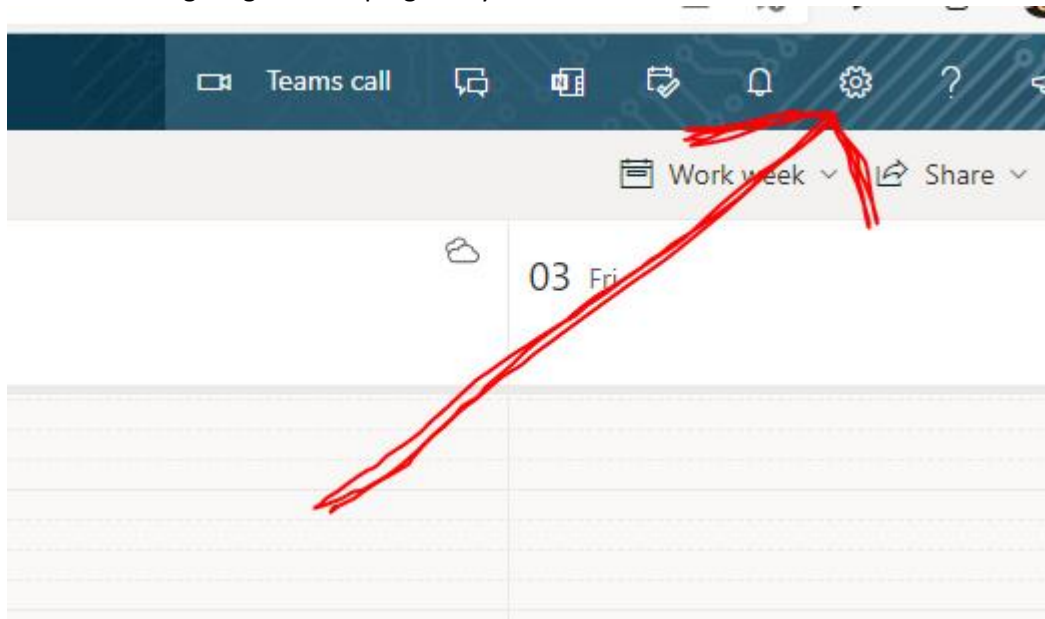


Exporting and importing your calendar

We need you to export your own Office 365 calendar into a format you can easily import back into your new BWCET Office 365 e-mail account.

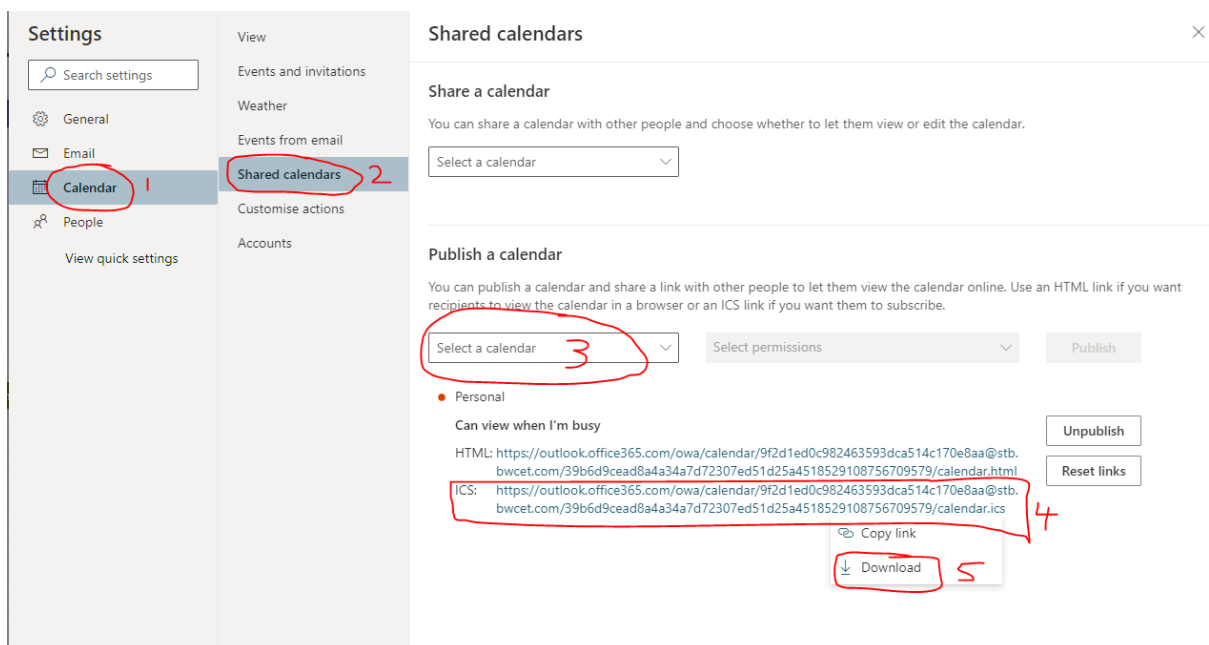
Open your [Durham Learning Gateway](#) calendar via your favourite web browser.

Click the settings cog in the top right of your screen.



Select the 'View all Outlook settings' option at the very bottom of that menu.

Next follow the 5 steps below to download a small .ics file.

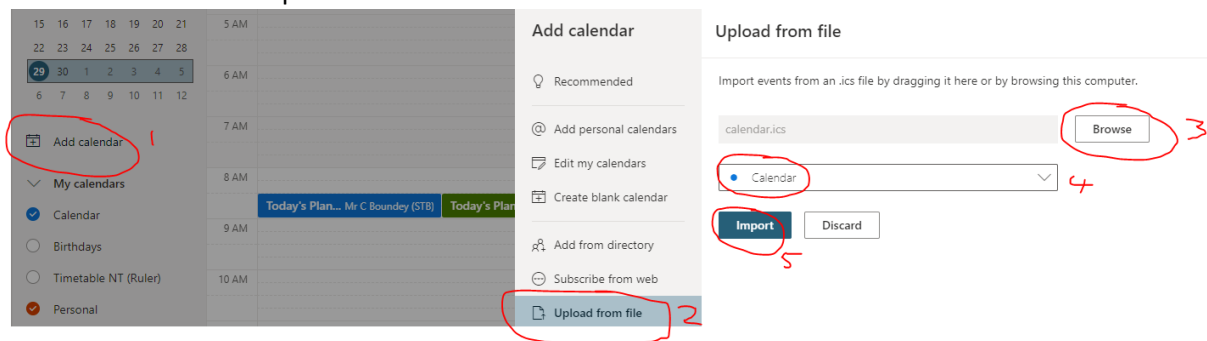


In step 3, you need to select the calendar you wish to export. If you have several calendars you will need to repeat the process for each calendar and save the relevant .ics file. Store these files somewhere safe as you'll need to import them into your new e-mail account.

Importing your calendar

Once you have your .ics files saved, open your new BWCET calendar by logging into portal.office.com

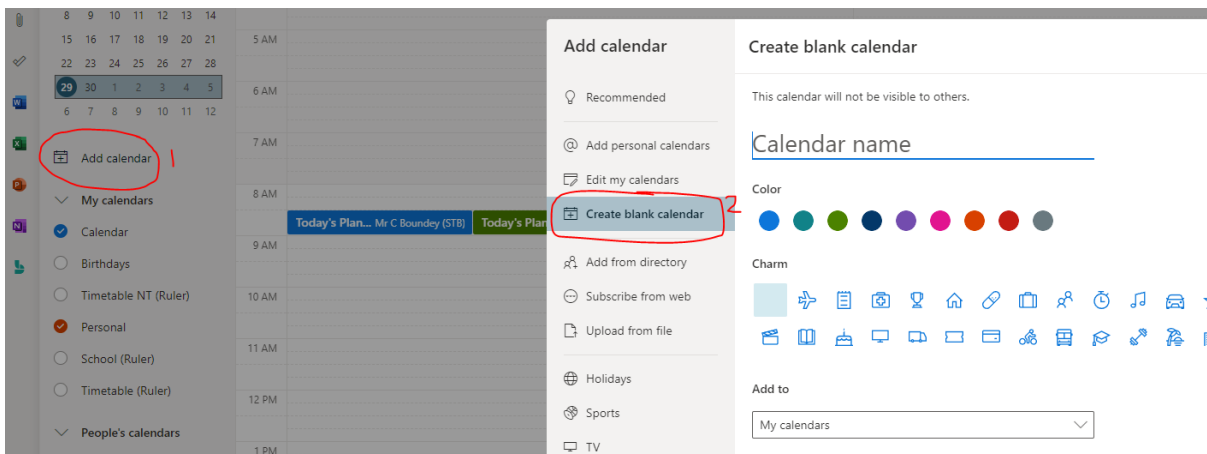
Follow the new few steps in the screenshot below:



Screenshot explained: Step 3 – select browse and choose the .ics file you downloaded from the DLG. Step 4 – choose the calendar you want to merge the data into. Step 5 – Click import and go make yourself a cuppa.

Multiple calendars? (optional step – skip if you only use one calendar)

Once in your calendar section, click 'Add calendar' from the options on the left and choose 'Create blank calendar'.



Give your new calendar a name, colour and icon then press save. Now you can go back to the previous step (Importing your calendar) and import your data into the new calendar you've just created.