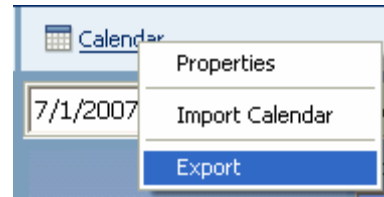
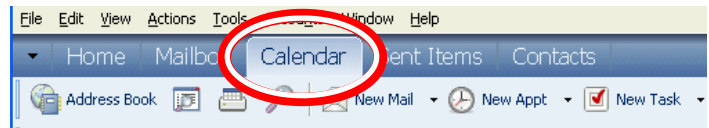


Export a GroupWise Calendar

- From within GroupWise, navigate to the Calendar by clicking the **Calendar** tab on the *Nav Bar*.
- Right-click the **Calendar** link to the upper left corner of the *Calendar* pane.
- Select **Export** from the pop-up menu.
- In the Export Calendar window that appears, specify a name and location to save the *Exported Calendar* file.
- Click **Save**.

The calendar will be saved with an .ics extension to the filename.



Import a Calendar into GroupWise

- From within GroupWise, navigate to the *Calendar* by clicking the **Calendar** tab on the *Nav Bar*.
- Right-click the **Calendar** link to the upper left corner of the *Calendar* pane.
- Select **Import Calendar** from the pop-up menu.
- In the Retrieve window that appears, specify a name and location of *Calendar* (.ics) file you wish to import.
- Click **Open**.

The imported calendar will be placed into your GroupWise account as a sub-folder of your Calendar.

