Moving a Calendar from MyWashburn to Office 365
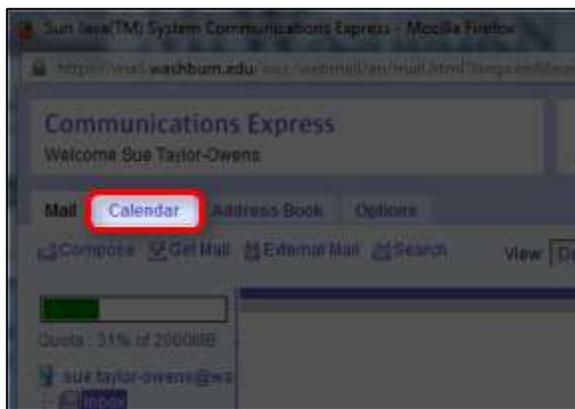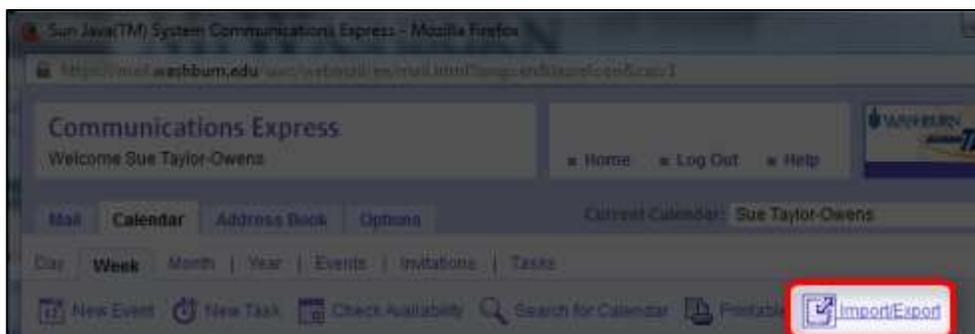
1. Login to **MyWashburn**
2. Click the **Email** button

3. Click the **Calendar** tab
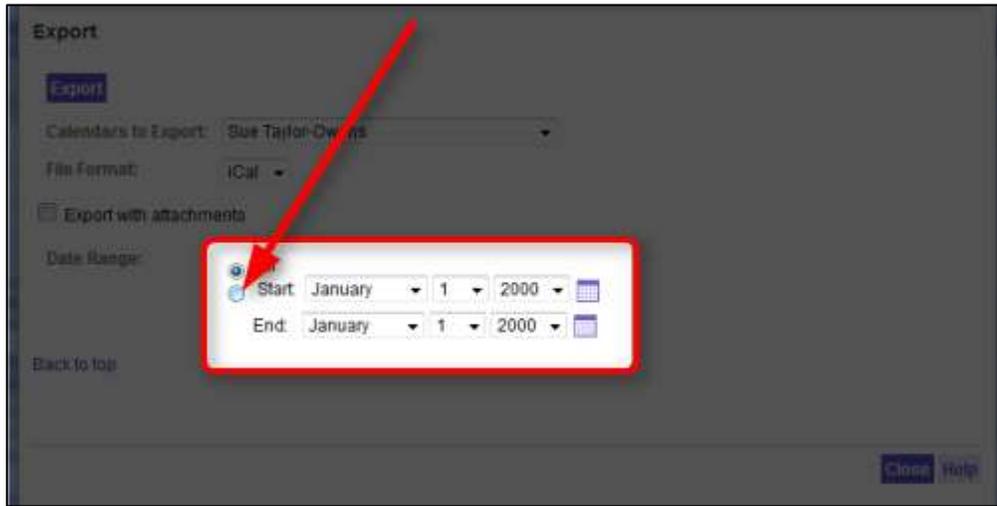

4. Click the **Import/Export** link
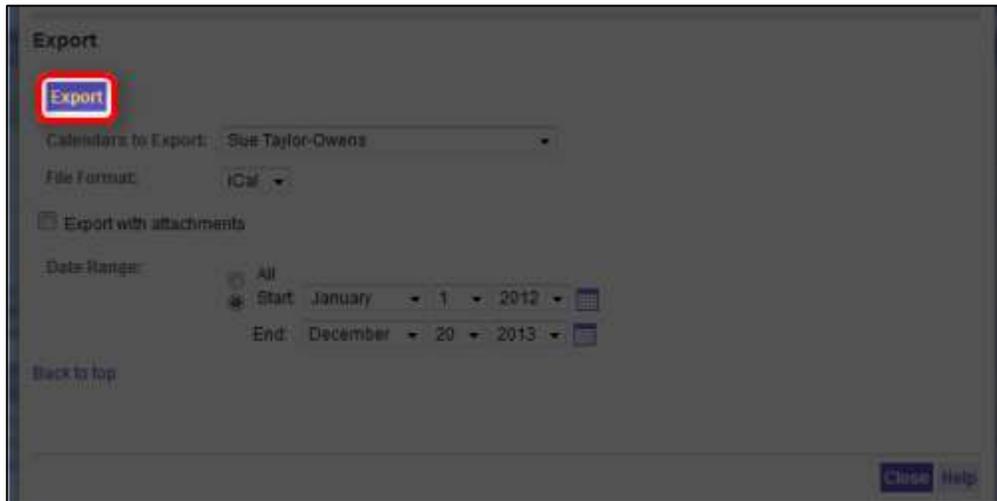
5. In the **Export area** (the bottom part of the window), click the **Start** option
6. Choose the **date range** you want to export
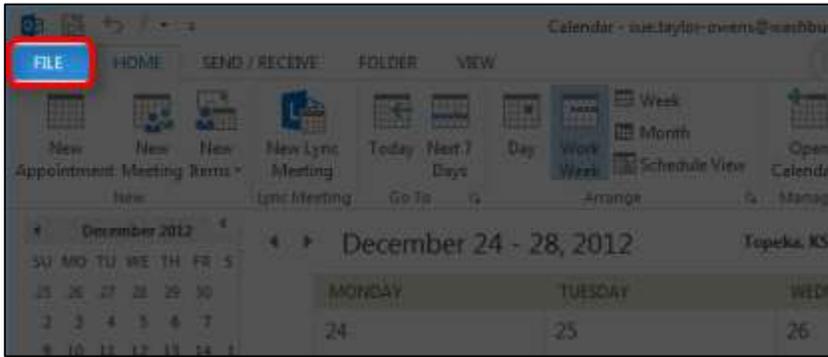

7. Click the **Export** button

8. **Save the file** in a location you can find later (if you don't get to choose where it is saving, it should be in your Downloads folder)
9. Open **desktop Outlook**
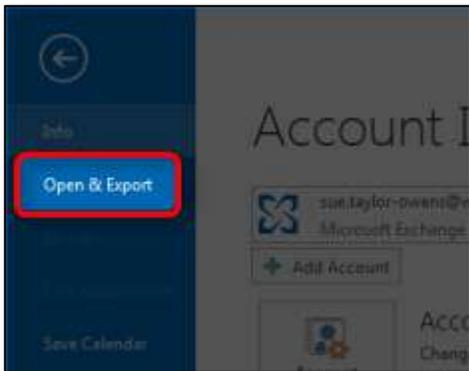10. Click the **Calendar** link at the bottom of the window
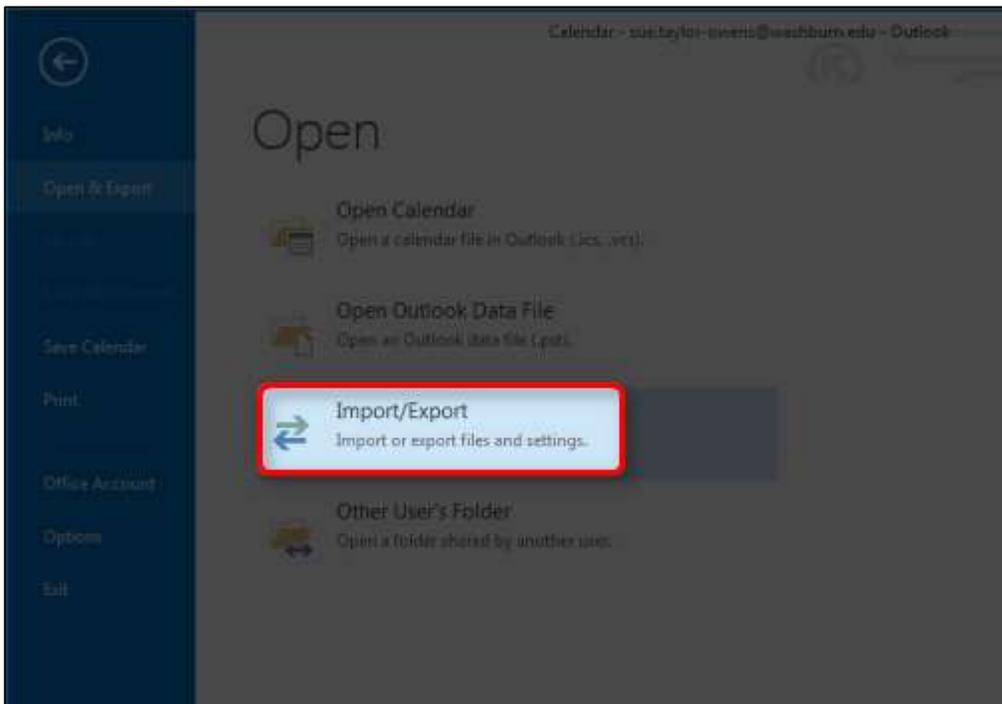
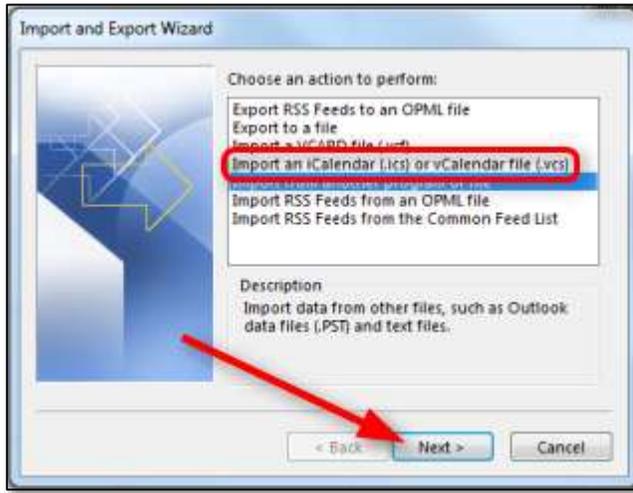11. Click the **File** tab

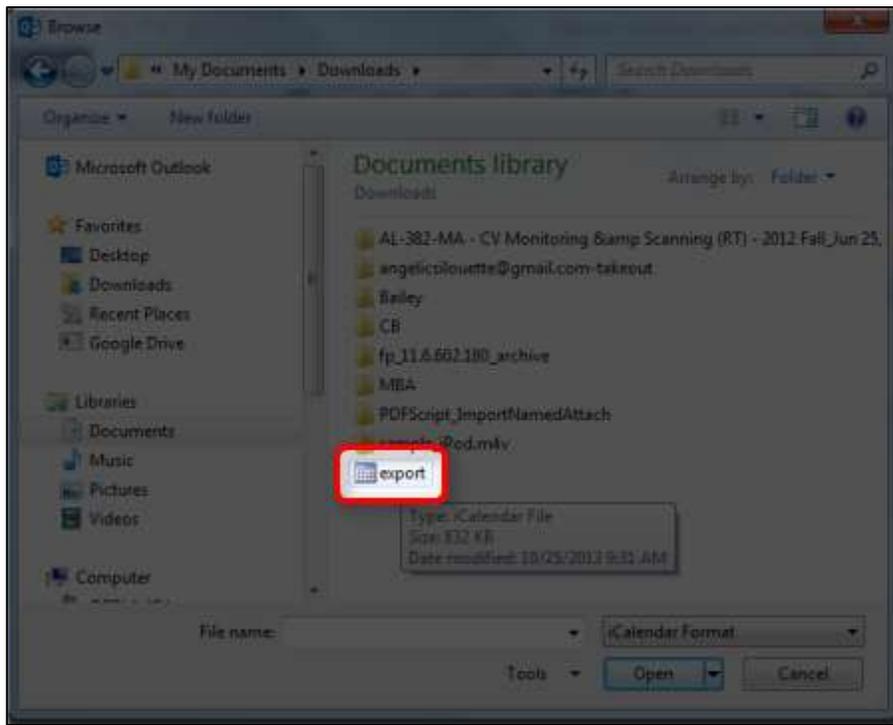12. Choose **Open & Export**

13. Click the **Import/Export** option

14. The Import and Export Wizard will open, select **Import an iCalendar (.ics) or vCalendar files (.vcs)**
15. Click the **Next** button
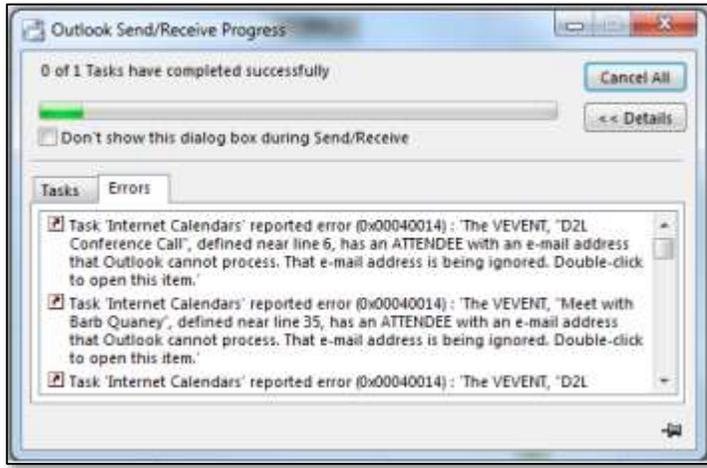

16. **Find and open the file** you exported in step 8

17. If you want the imported file to be a part of your default calendar, click the **Import** button. (If you want it to be a separate calendar, click the Open as New button.)

18. The Outlook Send/Receive Progress window will appear and may have several errors in it, that is okay.

19. When the Send/Receive Progress window closes on its own, the import is done and the calendar should appear. There probably will be items that need to be cleaned up, specifically check on repeating events.