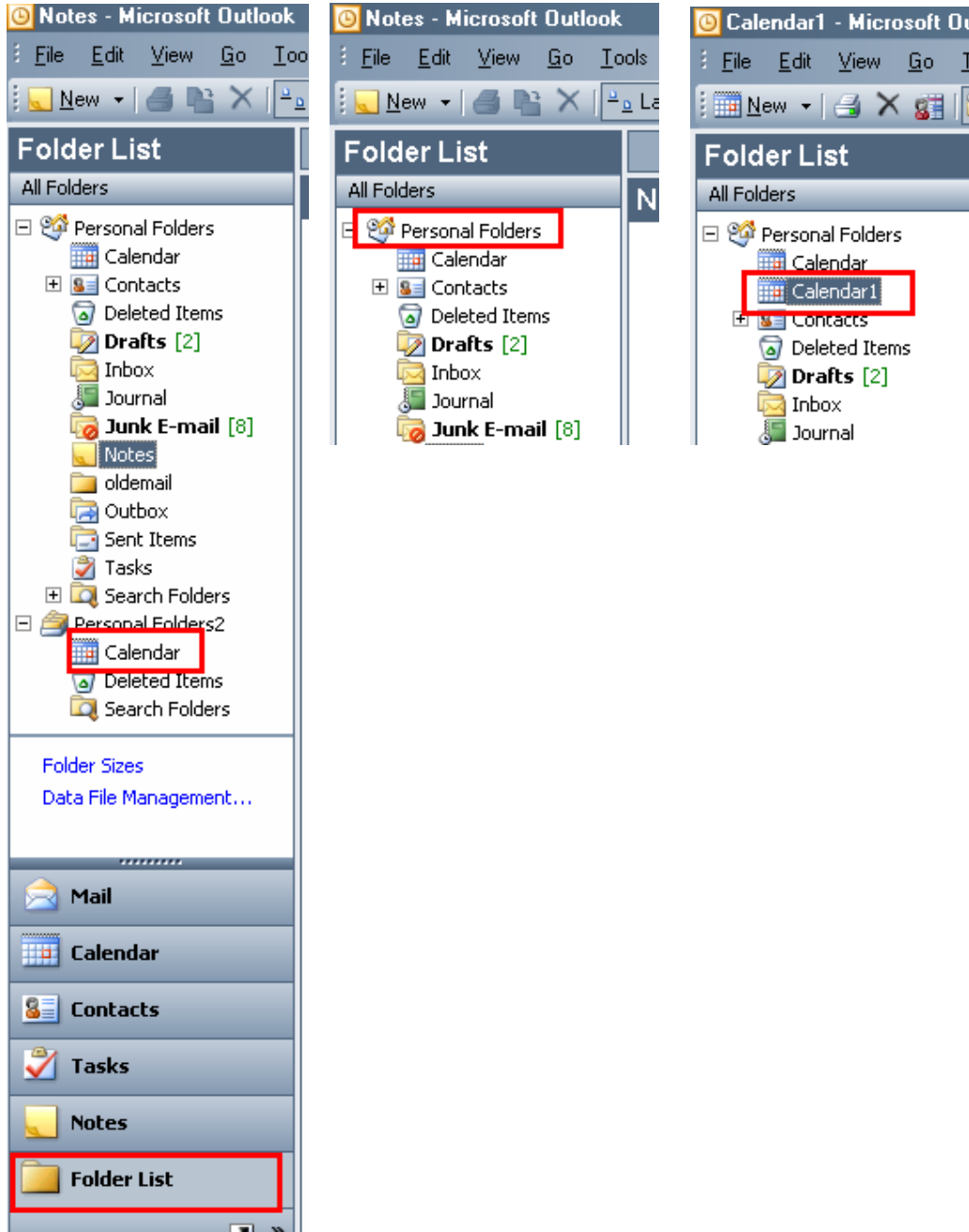


How to copy old calendar to Exchange

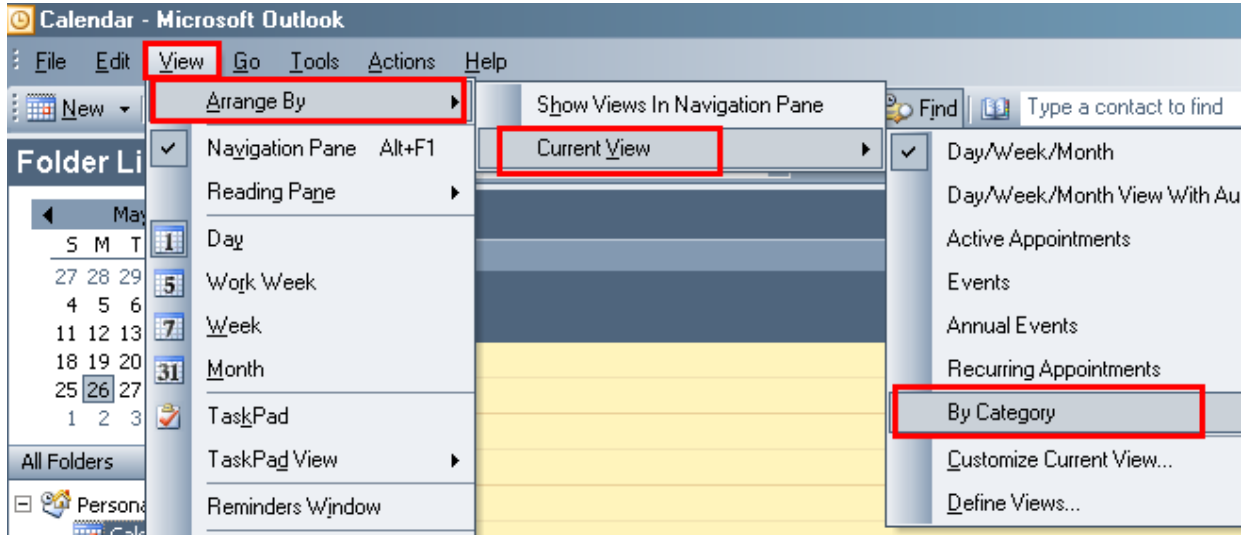
1 First Way

1. Select **Folder List** on the left panel.
2. Click and drag calendar in Personal folders 2 (Outlook pst), to Personal folders (Exchange), as in this picture , you should release mouse when mouse arrow above Personal Folders.
3. Then you can find old calendar contents here.

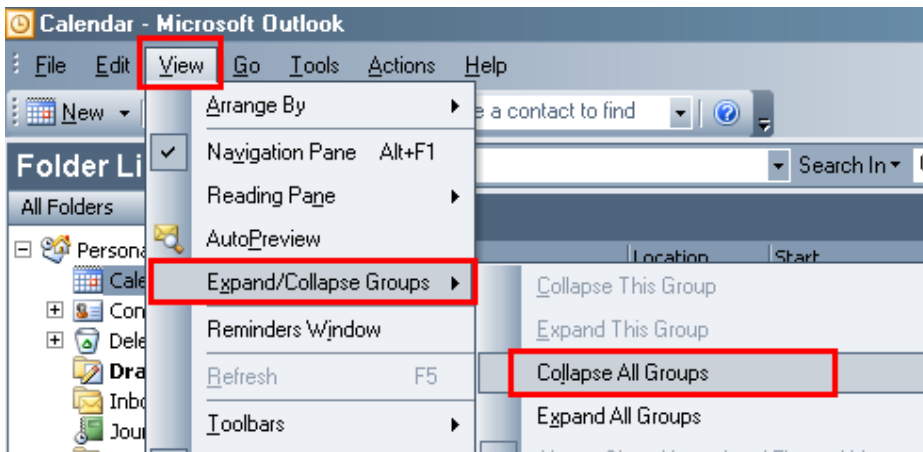


2 Another way

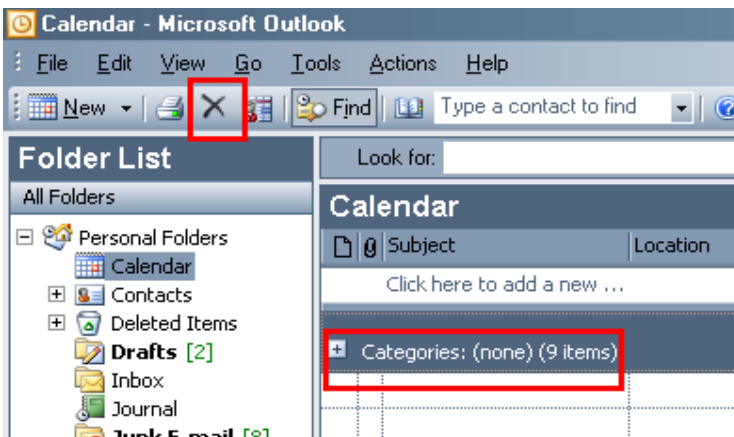
1. Select calendar then click **View**—> **Arrange By**—> **Current View**—> **By Category**



2. Then select **View**—> **Expand/Collapse Groups** —> **Collapse All Groups**



3. Select all **Categories** in new Calendar in Personal folder 2 (PST) and drag them to Calendar in Exchange Calendar. Then you will see all the contents in the Exchange calendar.



4. At last select Day/Week/Month to back normal view

