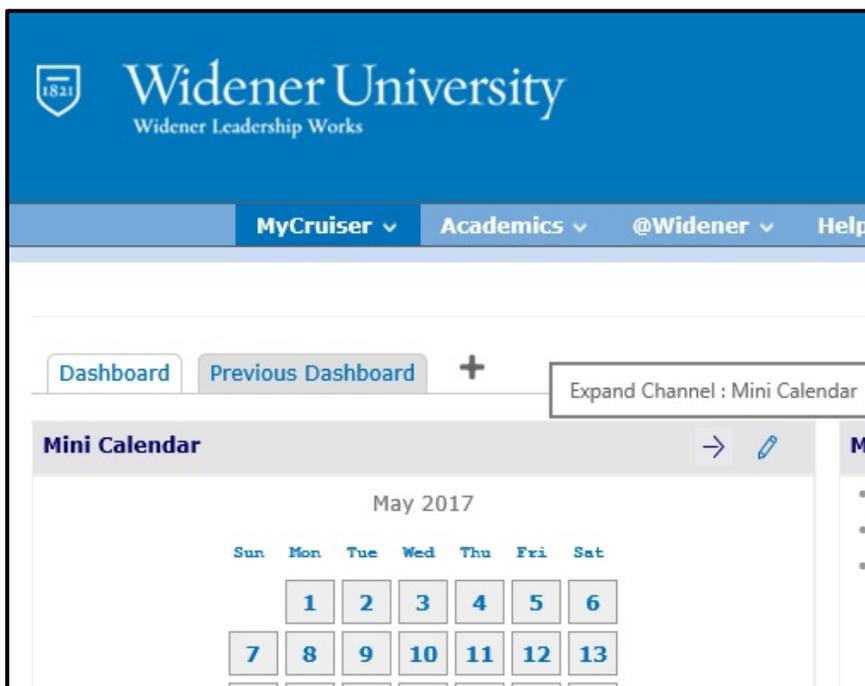




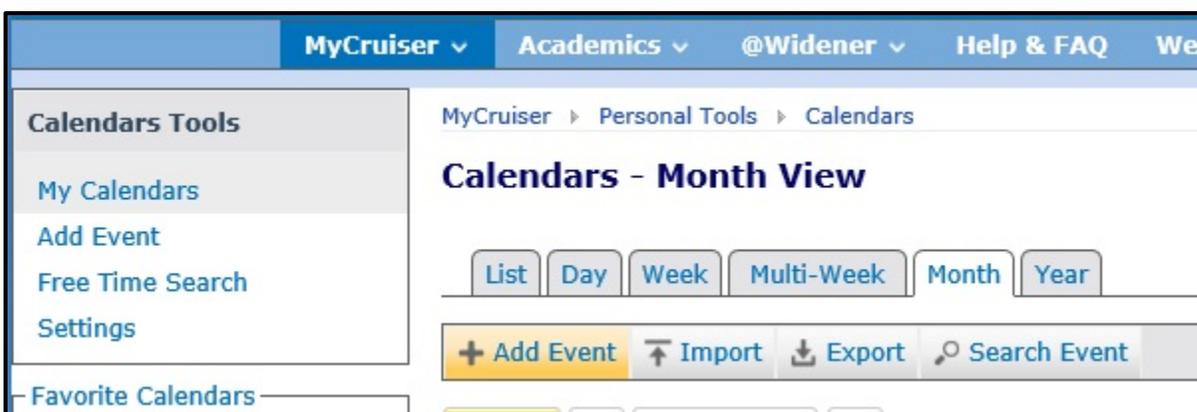
## Exporting your calendar from CampusCruiser and importing into WUmail/Office 365

Login to CampusCruiser:

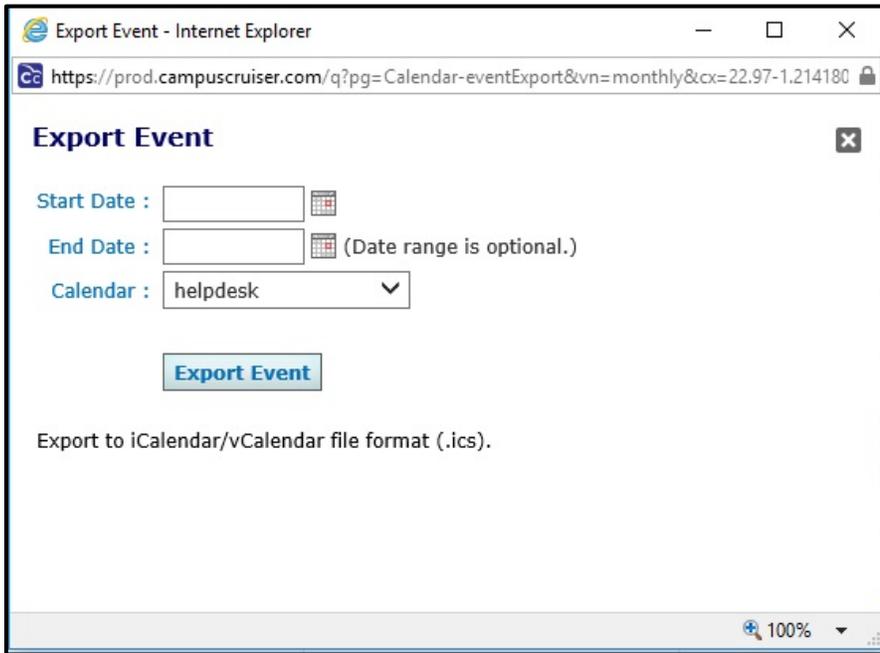
1. Log into CampusCruiser, hover over the title bar that says 'Mini Calendar' and click the **blue arrow**.



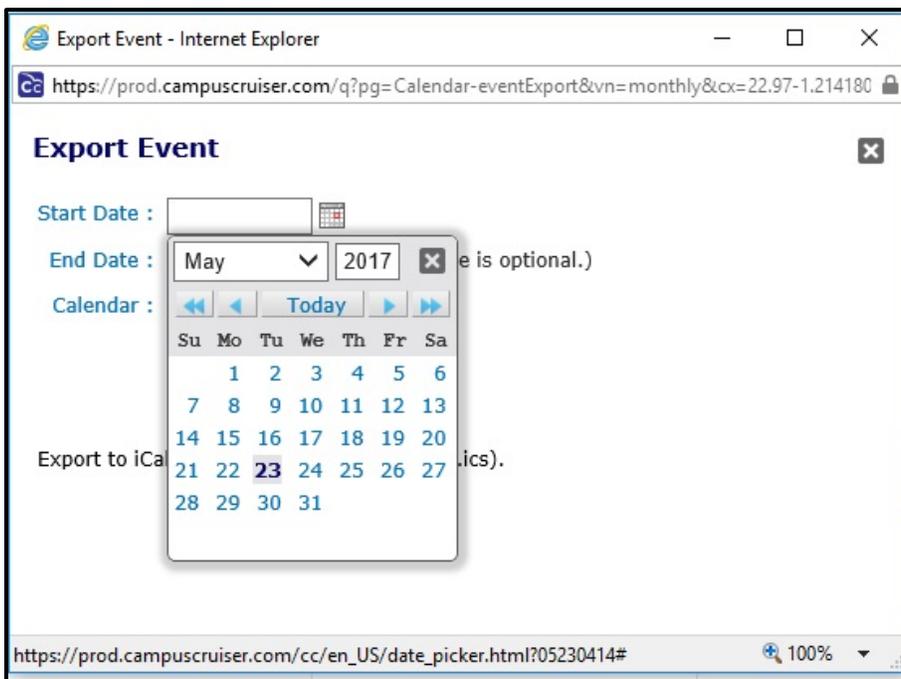
2. Click **Export**.



3. On the pop-up window, click the **calendar icon** to the right of “Start Date”.

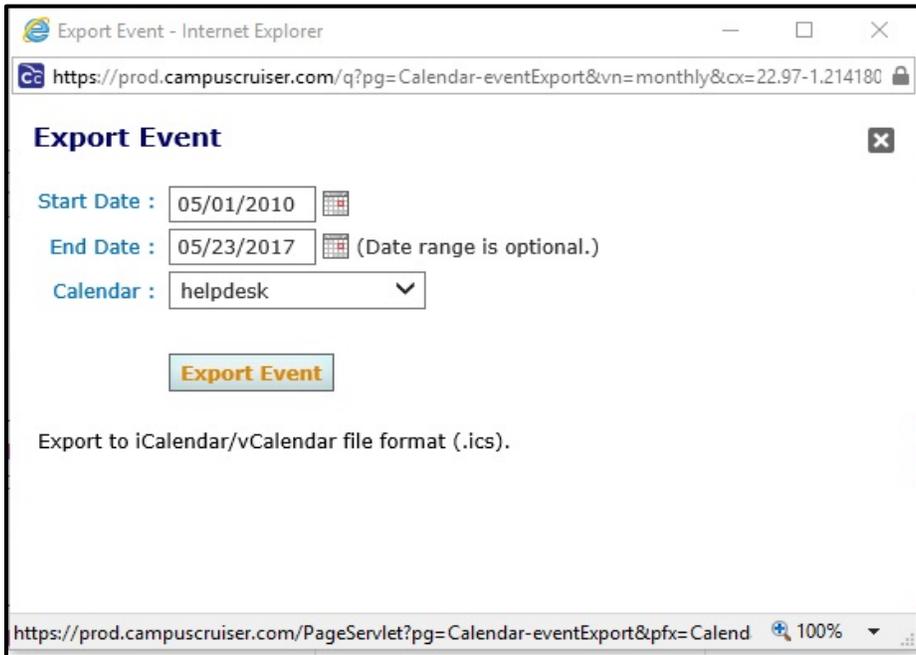


4. Choose the date from which you would like to start exporting events from (ex: 01/01/2017).

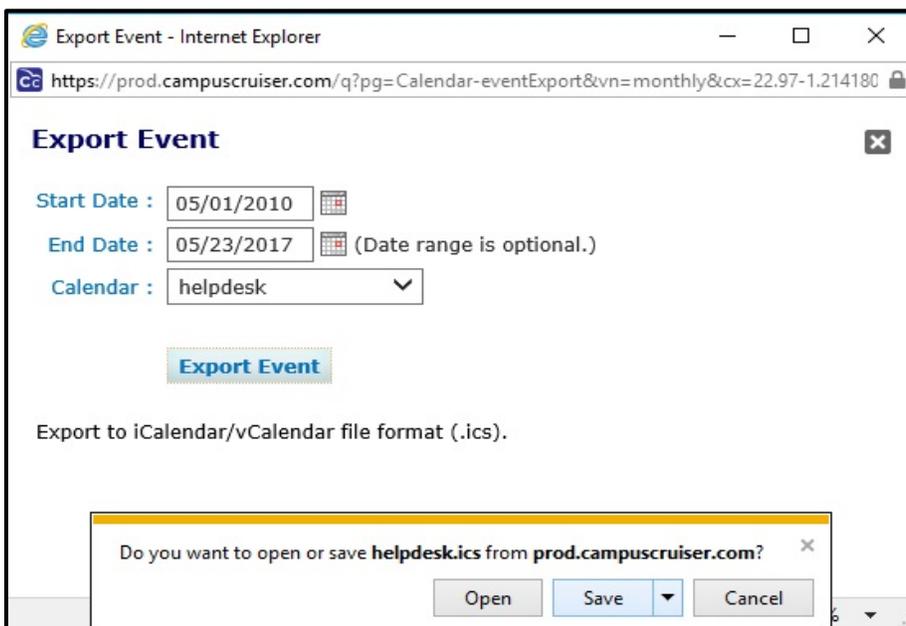


5. Then select the end date for which you would like the calendar export to capture up to (ex: 12/31/2017).

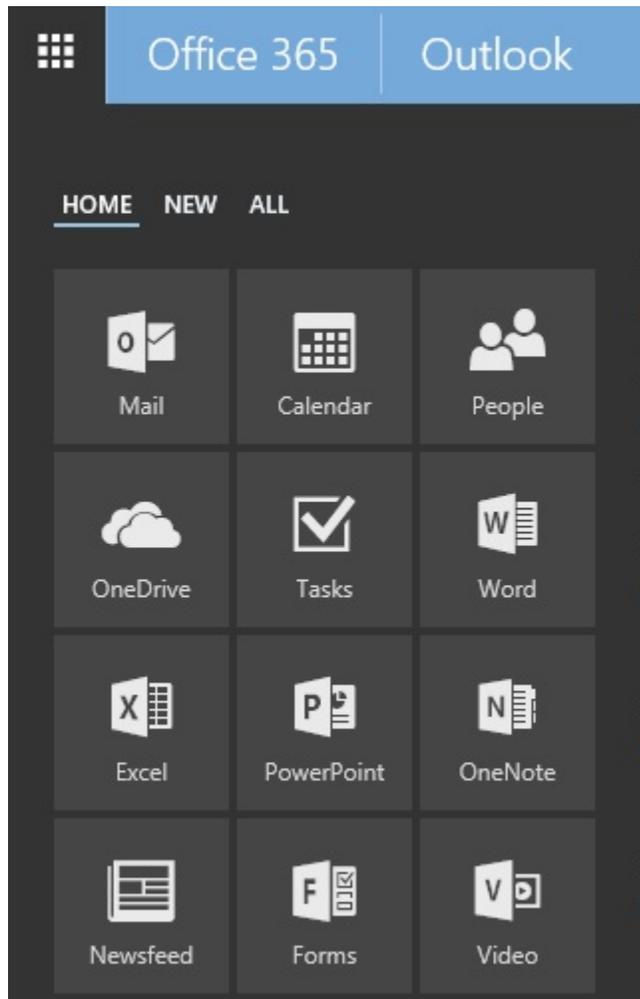
6. Click “Export Event” button.



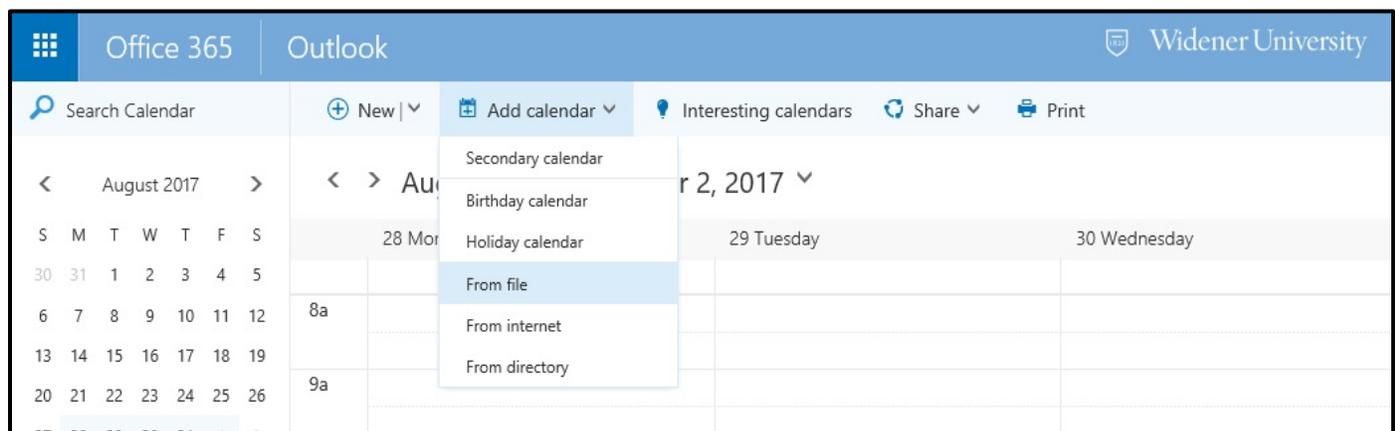
7. Depending on the browser you are using, you will be prompted to save the calendar file. The default file name is your login ID, and the default location it will be saved is your Downloads folder.
- a. If using Chrome, exported file should be in your Downloads folder.
  - b. If using Firefox, click Save File, it should be in your Downloads folder.



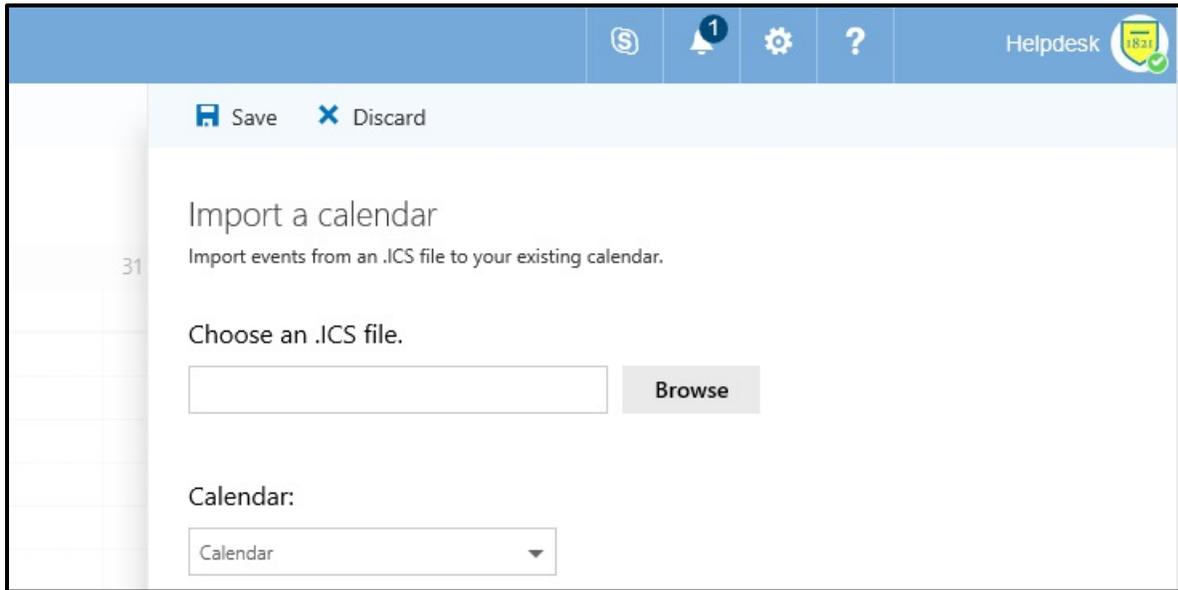
8. Login to WUmail/Office 365. Click on the **Apps Launcher**  in the top left hand corner, and click the Calendar tile.



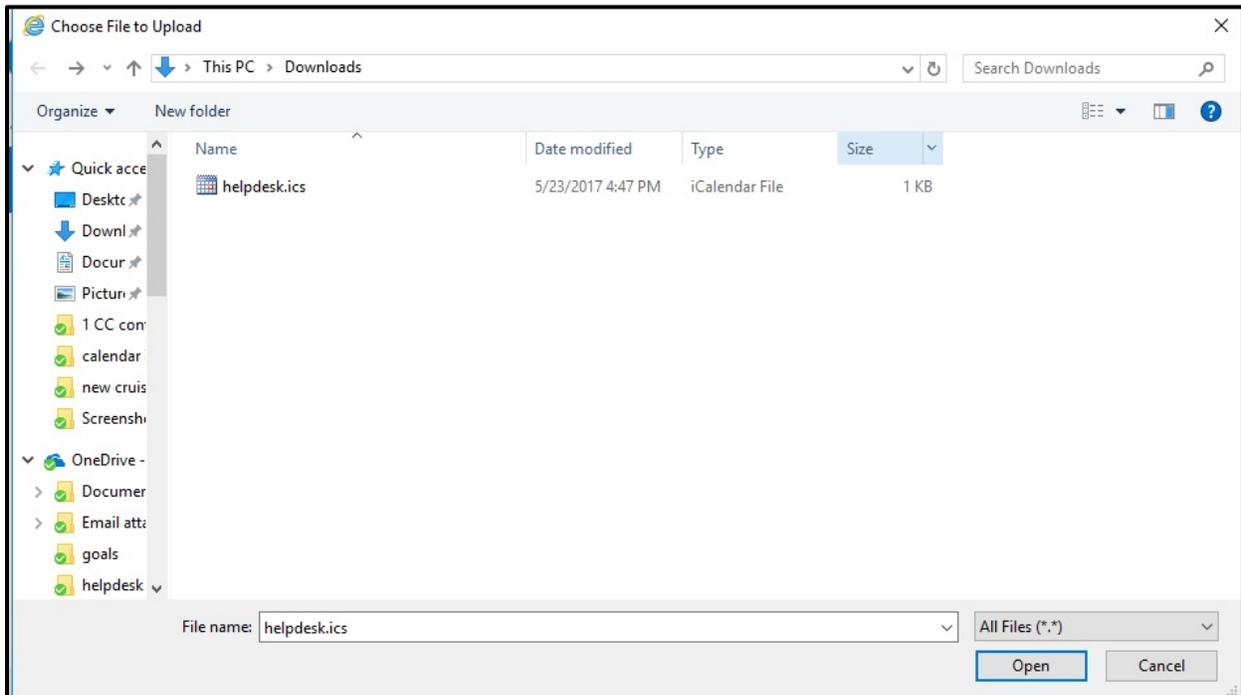
9. Click on **'Add Calendar'**, and then click **'From file'**.



10. On the right side of your screen, click **'Browse'**.



11. Navigate to the folder where you saved your calendar file. Select the file with your LoginID as the name, and then click **'Open'**.



12. Click the "Save" button to add your events to your WUmail calendar.

Save

Save Discard

### Import a calendar

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

Choose an .ICS file.

helpdesk.ics **Browse**

Calendar:

Calendar