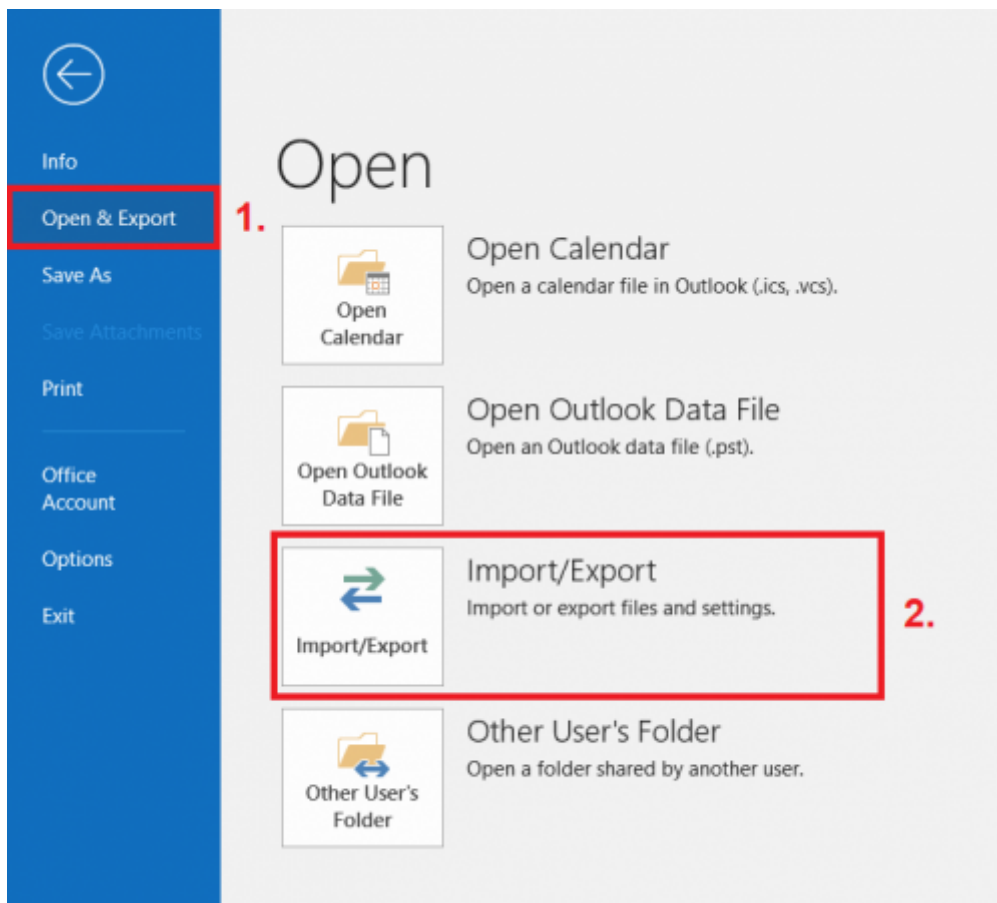


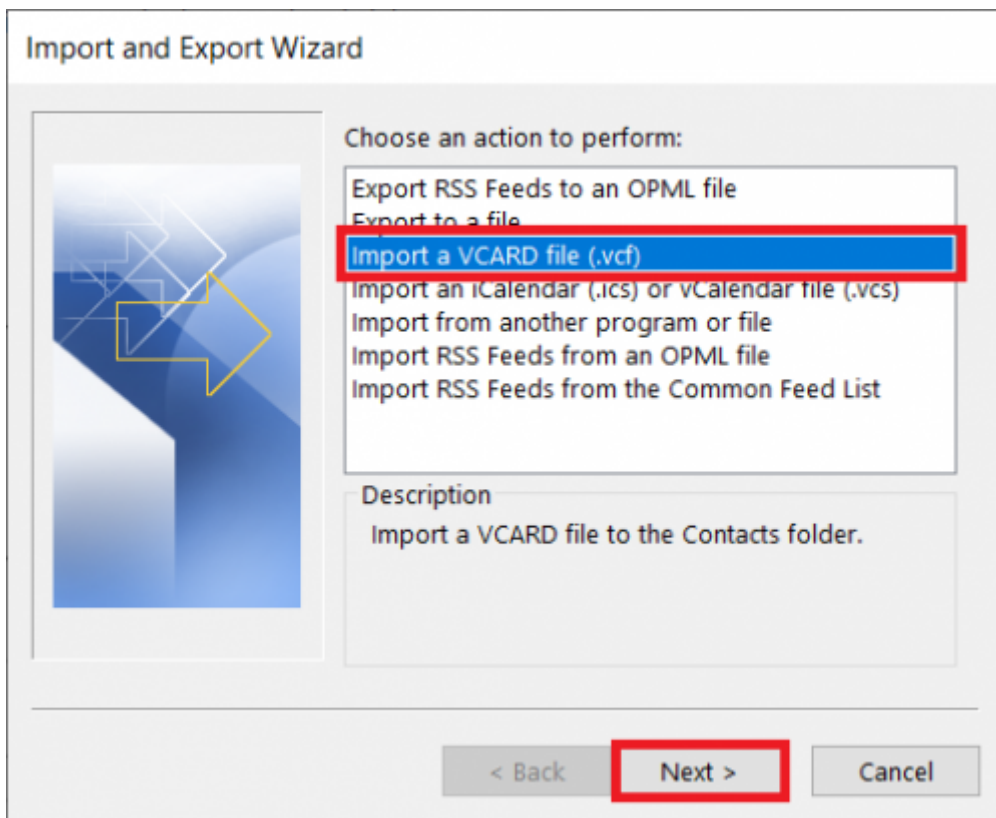
Importing the resources into Outlook

This guide describes how to transfer the exported resources to your new Exchange account in Outlook.

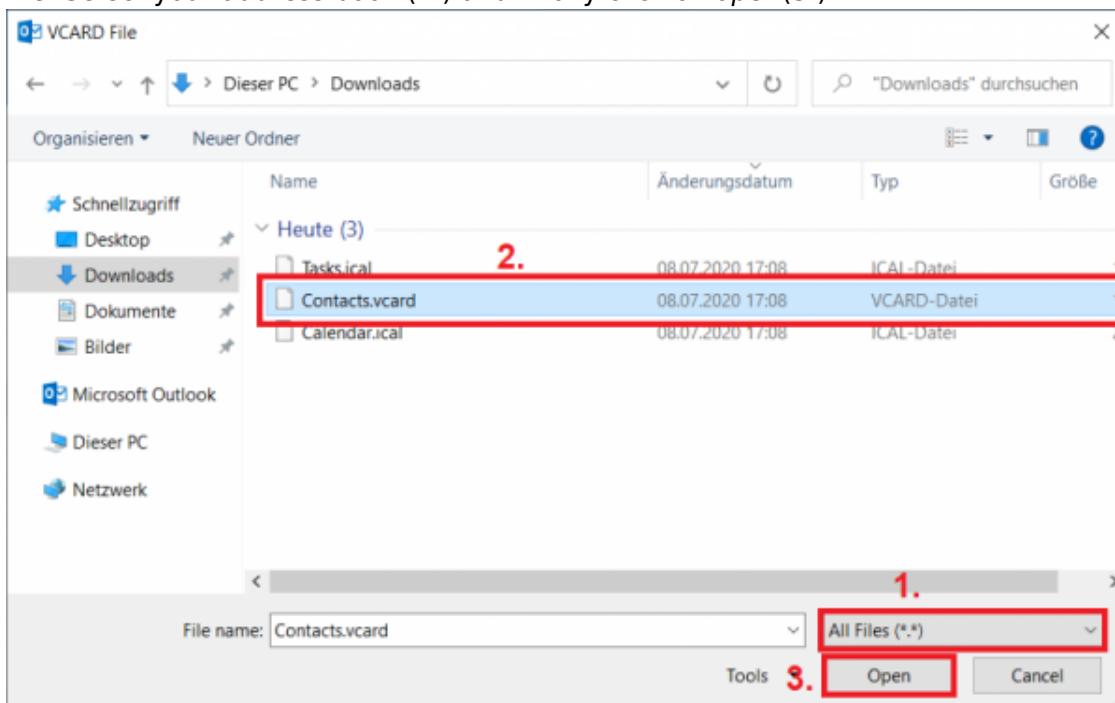
- Start Microsoft Outlook and click on *File* in the register tab. In the following window select *Open and Export(1.)*. Then click on *Import/Export(2.)*.



- Import procedures of the corresponding resources:
 1. **Importing the Address Book:**
 - To import your address book, select *Import VCard file (VCF)* and then click on the button *Next >*.



- Navigate to the folder containing the previously exported file. In the dialog box next to the file names, select the *All files (*.*)*(1.) option. This will display your previously exported address book. It is important that the file has been exported as *VCard 2.1* file. Select your address book (2.) and finally click on *open*(3.).

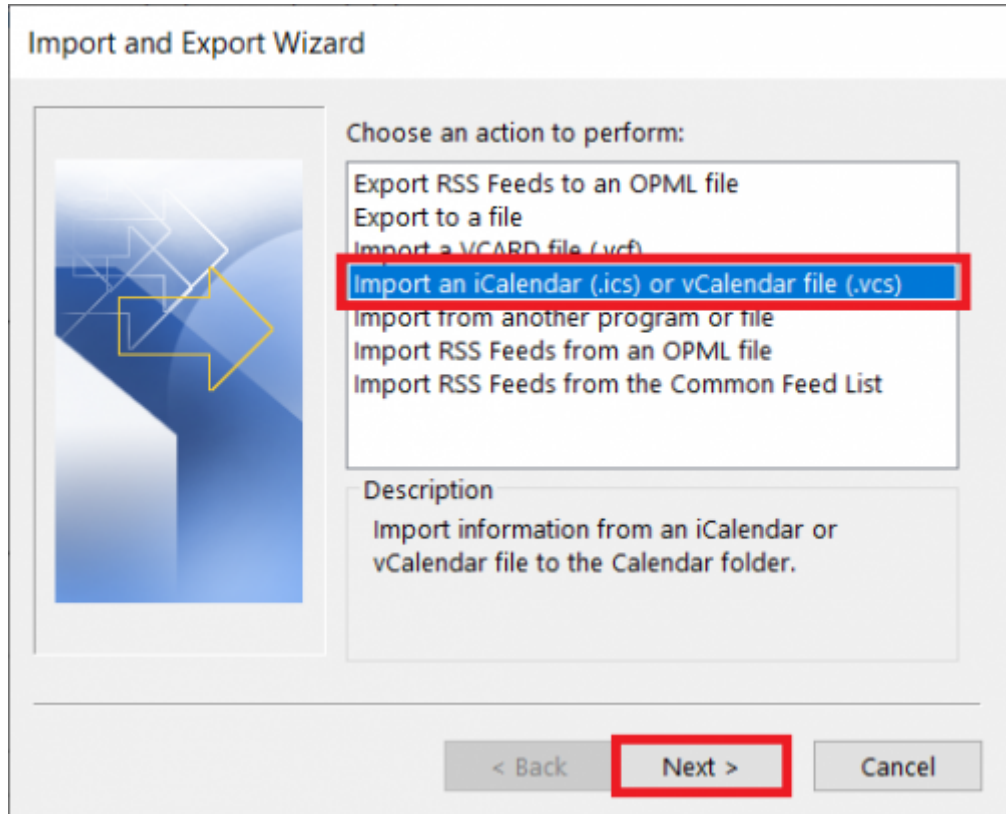


- The address book is now imported into Outlook and will be synchronized with the server.

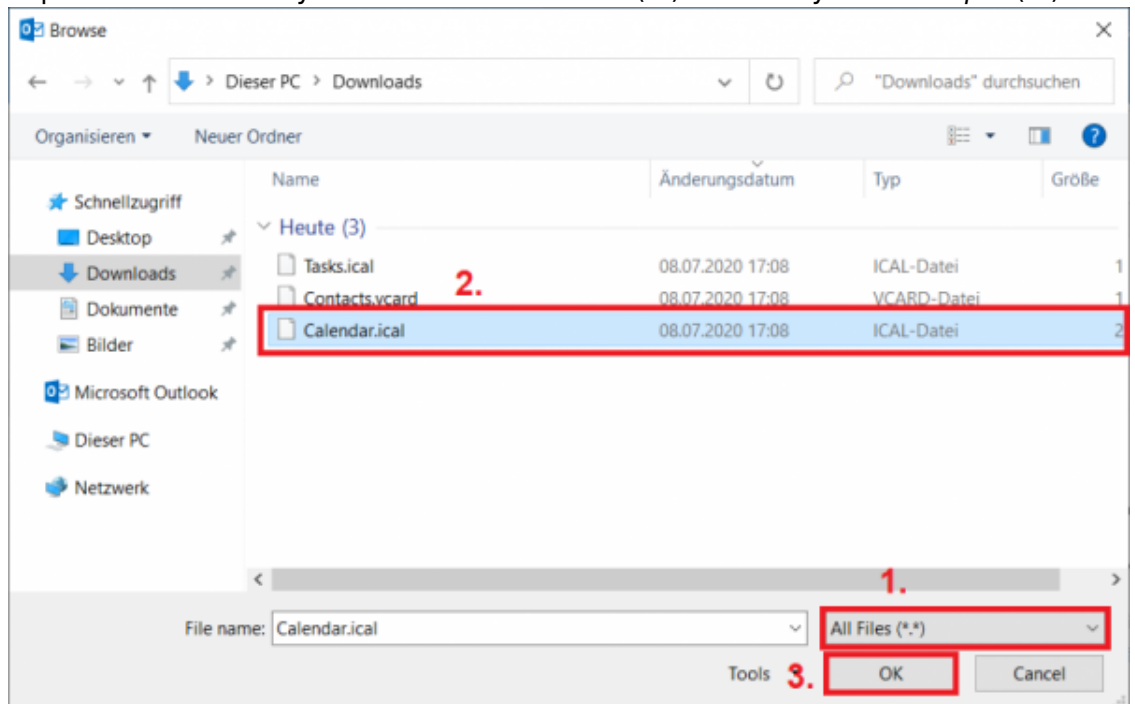
2. Importing the calendar and the tasks:

- To import your calendar or tasks, select *Import iCalendar (.ics)* or *Import vCalendar*

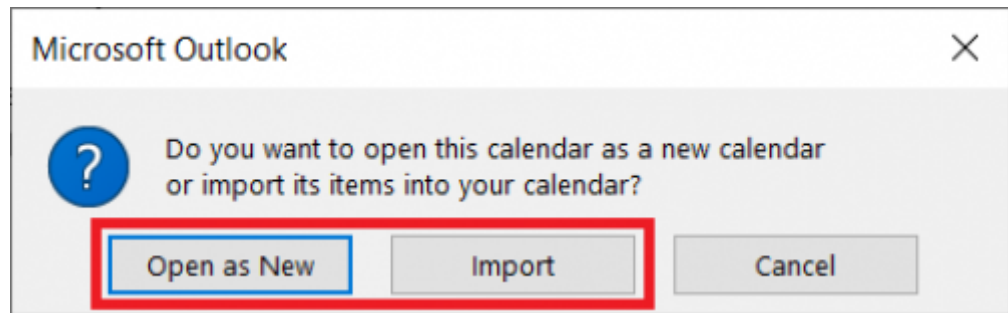
(.vcs) file. Then continue with the *Next >* button.



- Navigate to the folder containing the previously exported file. In the dialog, select the option *All files (*.*)*(1.) next to the file names. This will display your previously exported files. Select your calendar or task file (2.) and finally click on *Open*(3.).



- Now you can decide whether your old calendar should be created as new calendar or imported into your new Exchange calendar.



- Your calendar or tasks are now imported into Outlook and will be synchronized with the server.

[doku en]

Direkt-Link:

https://doku.tu-clausthal.de/doku.php?id=it-projekte:exchg2020:importing_the_resources

Letzte Aktualisierung: **18:01 22. July 2020**

