

Migrated Appointments: What you need to know

Appointments migrated from GroupWise to Office 365 will appear unchanged in your Outlook mailbox. However, the migration process migrates appointments as unique, disconnected items, meaning that migrated appointments are no longer connected to all recipients' calendars.

What this means for you:

1. Recurring appointments.

Recurring appointments will migrate over to Office 365, however, they will transfer as static individual appointments. You will still see that an appointment is scheduled but it will not be transferred as a recurring appointment and you will need to be recreate the Recurrence within Outlook by locating one of the recurring appointments and selecting the Recurrence button (pictured below) and recreate the scheduled dates and time.



2. You don't have to be the organizer to be able to modify or delete an appointment.

Because migrated appointments are disconnected from one another, any recipient of the original appointment (not just the organizer) may edit or cancel their personal copy of the appointment.

3. Appointment edits may create two instances of an appointment, but only one instance has the correct information.

Any changes you make to your copy of a migrated appointment will update your calendar item only. In the case of a shared appointment, other users will be notified about an appointment change you make, but their copy of the original appointment will not be updated in their calendar. Instead, they will receive a new appointment invitation, and all recipients will have the opportunity to accept or decline the new appointment. In the end, recipients of a changed appointment may see two copies of the appointment in their calendar: one original copy and one new (modified) copy (provided the new appointment was accepted).

4. Cancelling your copy of an appointment may cause all recipients of the appointment to get a cancellation notice.

In the case of a shared appointment, recipients of the original appointment will simply be notified by email that you have canceled the appointment in your calendar. The original appointment will still remain unchanged in all other recipients' personal calendars.

Example scenario of a modified appointment:

After the migration, the original GroupWise appointment organizer changes the Weekly Department Meeting time from 8 AM to 9 AM on Monday morning. The original appointment organizer's calendar will be updated with the time change, but all other recipients will have a two copies of the appointment for the same meeting in their calendars: one at 8 AM (original) and one at 9 AM ('new' one) on Monday morning, as shown in the screenshot.

