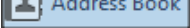


Contacts and Calendars

REMINDER – Data collection has begun and you should NOT delete, move or modify any messages older than 14 days as they will show up in their original location after the final synchronization.

As noted in previous communications, your contacts and calendars will be migrated to Office 365; however, there are a couple of things to note with this migration.

Contacts – All contacts with exception of your Frequent Contacts will transition to Office 365. Although, not recommended, if there are contacts within your Frequent Contacts which you wish to maintain you can add them to your Personal Address book by completing the following:

1. Open the address book from the toolbar 
2. Select the Frequent Contacts address book.
3. Under the listed users, locate the user(s) you wish to maintain and right click.
4. Select **Copy To...**
5. Select your **Personal Address Book**
6. Click **OK**

Note: Only 'Root level' contacts and groups will transfer. If you have Distribution Lists which are made up of contacts and Groups, note that 'nested' groups will break and will not transfer over. If the contained Groups are maintained at the root this is OK as they will transfer, but the nested Groups will have to be re-established after the migration.

Calendars – All historical calendar appointments and 1 year of future appointments will be migrated to Office 365. For more information on what will happen with appointments after migration please visit our [Office 365 Resources](#) website and review the **Migrated Appointments: What you need to know** document under the General heading.