Important note:

This process enables RetentionHoldEnabled on mailboxes, which need to be turned off.

* First, create the pst file. AKA, Create a calendar with your intended results and then export it to a PST
  + Graphical user interface, application

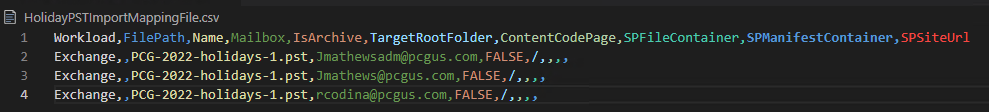
    Description automatically generated
  + Graphical user interface, application

    Description automatically generated
  + Graphical user interface, application

    Description automatically generated
  + Leave “Include subfolders” unchecked.
    - Graphical user interface, application

      Description automatically generated
  + Graphical user interface, application

    Description automatically generated
  + Leave “Password” blank
    - Graphical user interface, application

      Description automatically generated
* Create a mapping file in .CSV format
  + Headers are: Workload,FilePath,Name,Mailbox,IsArchive,TargetRootFolder,ContentCodePage,SPFileContainer,SpManifestContainer,SPSiteUrl
* Example
  + 
  + Note: If the user has a soft-deleted mailbox you will need to use the Guid. This tends to happen with rehires.
    - Get-Mailbox -Identity <UserPrincipalName> | fl Name,Distinguishedname,Guid
* Now, we need to copy the file to Azure blob storage to add it to the mailbox(s)
* Good to MS 365 compliance center
  + [Home - Microsoft 365 compliance](https://compliance.microsoft.com/homepage)
* Click on the “Information governance” option and select “Import” at the top. Then click on “+ New import job.”
  + Graphical user interface, application

    Description automatically generated
* In the popout, enter a name and click “Next.”
  + Graphical user interface, application

    Description automatically generated
* Check “Upload your data” and click “Next.”
  + Graphical user interface

    Description automatically generated
* Click “Show network upload SAS URL” to generate a code for uploading to Azure Blob storage.
  + Graphical user interface, text, application, email

    Description automatically generated
* Open “Microsoft Azure Storage AzCopy
  + A picture containing icon

    Description automatically generated
* Take the SAS URL, add it into the below line (notice no space between /Dest: "<SAS URL>, " and you need the quotes), and then run the command in Microsoft Azure Storage AzCopy.
* AzCopy.exe /Source:"\\infmsgadm01\eDiscovery" /Dest: "[<SAS](https://*) URL> " /Y
  + Text

    Description automatically generated with low confidence
* Once the command finishes, the boxes for “I’m done uploading my files” and “I have access to the mapping file.” The mapping file is the .CSV we created earlier.
  + Graphical user interface, application

    Description automatically generated
* Click “Select mapping file.”
  + A picture containing text

    Description automatically generated
* Add the mapping file and click “Validate.”
  + Graphical user interface, text, email

    Description automatically generated
* Click “Next” to continue.
  + Graphical user interface, text, application

    Description automatically generated
* Review your setting and click “Submit.”
  + Graphical user interface, application

    Description automatically generated
* If successful, click “Done.”
  + Graphical user interface, text, application, email

    Description automatically generated
* This should put you back on the “Information governance” page. There will be an analysis run on the data.
  + Graphical user interface, application

    Description automatically generated
  + You can click the “Refresh” option to see if the progress has been completed. The length of time will depend on the file size and network traffic.
* Once the import is complete, click on “Import to Office 365.”
  + Graphical user interface, text, application

    Description automatically generated
* In the popout box, select “No, I want to import everything.” Then click “Next.”
  + Graphical user interface, text, application

    Description automatically generated
* Then click “Submit.”
  + Graphical user interface, text, application

    Description automatically generated
* Then, click “Done.”
  + Graphical user interface, text, application

    Description automatically generated
* This process enables RetentionHoldEnabled on mailboxes, and this needs to be turned back off.
  + To check the Retention hold status
    - Get-Mailbox <UserPrincipalName> | fl \*reten\*
  + To disable
    - Set-Mailbox <UserPrincipalName> -RetentionHoldEnabled $false