

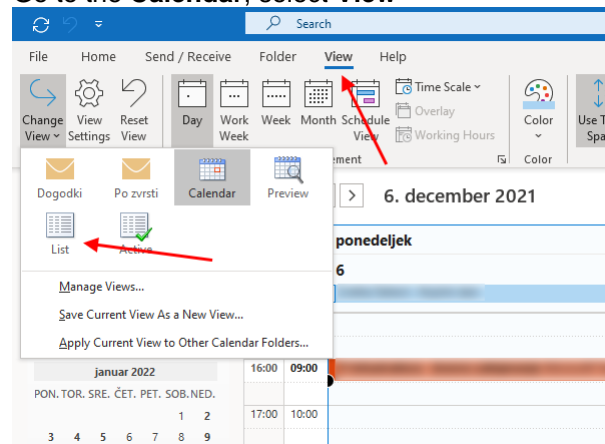
Hisense Gorenje Europe, d.o.o.
IT department

Move all meetings and contacts to Exchange Online

If you have just started using Exchange Online (as a part of M365), we recommend you moving all your Outlook contacts and Calendar meetings to the Exchange Online. That way you'll have your meetings and contacts available on all devices.

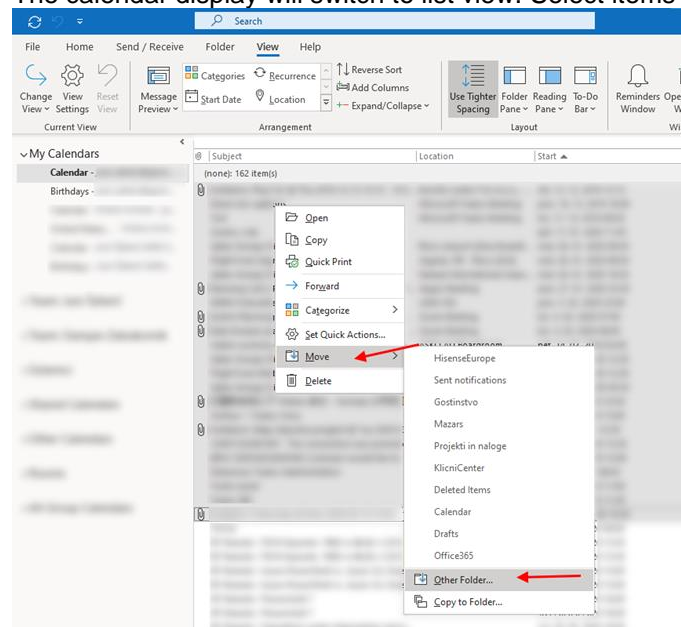
Moving meetings

Go to the **Calendar**, select **View**

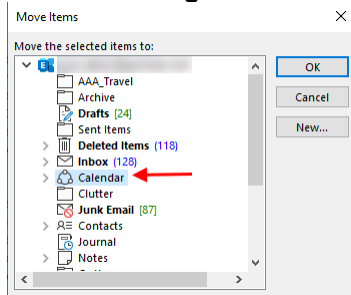


Select **List**

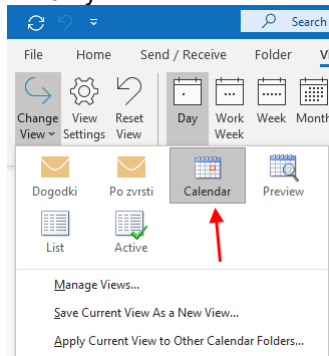
The calendar display will switch to list view. Select items you want to move:



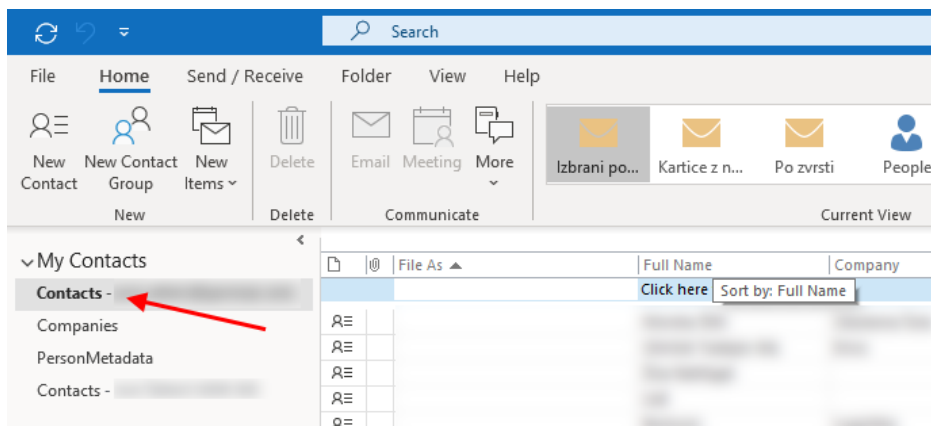
Right click on any item in the selection, select **Move / Other folder**

Select Exchange Online's Calendar:**Click OK**

When you're done switch back to Calendar view:



Moving Contacts



Go to contacts, select all contacts and move (drag and drop) them to your **Exchange Online Contacts**.