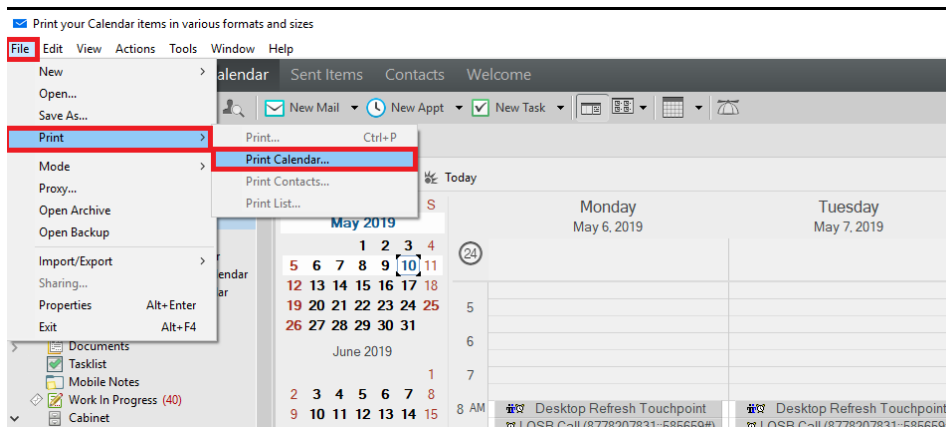


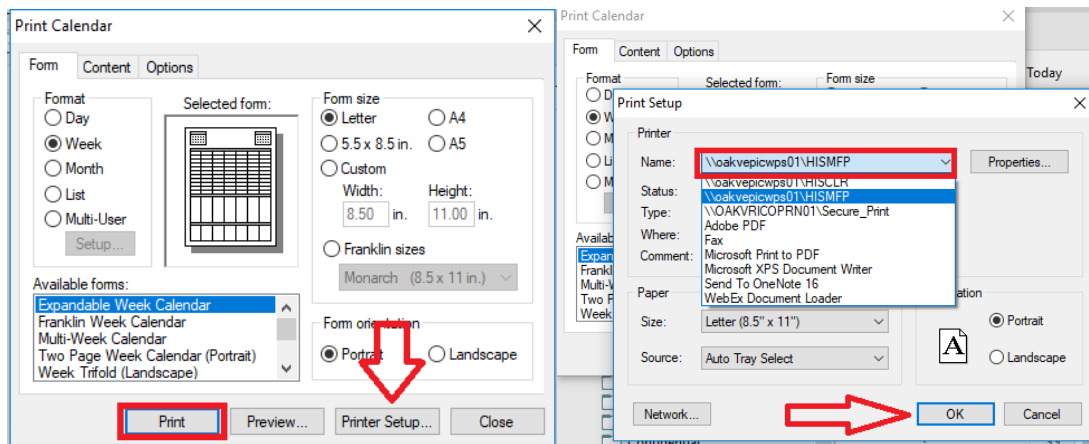
Print your GroupWise calendar to cover the period of the migration since it could be a few hours to a few days before your existing appointments complete moving from GroupWise to Outlook.

From GroupWise Client navigate to Calendar

1. On the nav bar, choose **File > Print > Print Calendar...**



2. Select preferences and click **Print**.



- a. NOTE: Verify designated printer by clicking **Printer Setup...**