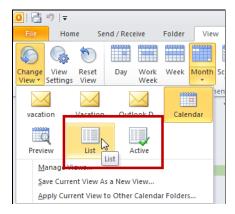# Copy the Academic Calendar Appointments to your Calendar

To copy all the Calendar items to another calendar, you must **first display all the items in a tabular view**.
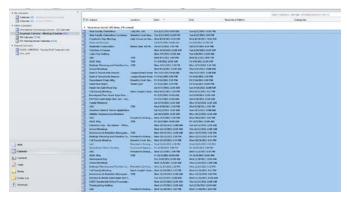
1. Go to the Academic Calendar – meeting schedule in Public folders.

2. Click the **View** tab.

3. On the **View** tab, click **Change View**, and then click to select one of the tabular views such as **List** or **Active**.

Note: If you don't see these options, On the View menu, click Reset View. Click **Yes** to reset the view to the original settings.

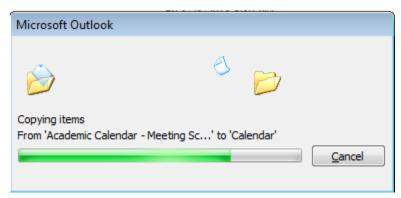After all items are displayed, follow these steps:

4. To select all items, use the keyboard shortcut, CONTROL+A.

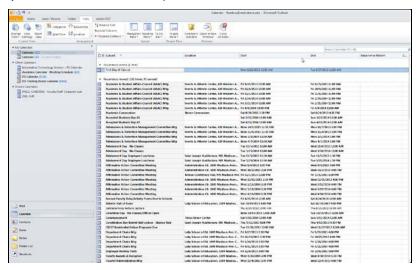5. To copy the items, use the keyboard shortcut, CONTROL+C.

6. Click to select the destination calendar. (Go to your calendar, in list view)

Note: To paste the items correctly, the destination folder must be a calendar folder and in list view.
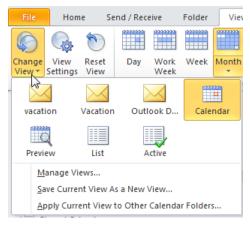
7. To paste the items, use the keyboard shortcut, CONTROL+V.

Caveat: This process inserts a copy of all the Calendar items into the destination folder. (The Caveat is if there are any changes to the original calendar than you would have to refer back to the public folder calendar)

You can change your view back to calendar view.

Source: http://support.microsoft.com/kb/197038