

Combine Calendars in Outlook

What


Instructions to move the calendar events of one Calendar to another Calendar so all Calendar events are in one Calendar. This can be repeated with other Calendars resulting in all Calendar events for all Calendars in one Calendar.

Why

There are many reasons why an Outlook user will have more than one Calendar and have different Calendar events in different Calendars in Outlook. Moving the all Calendar events into one Calendar means the user has only one Calendar to check and run their scheduling.

How

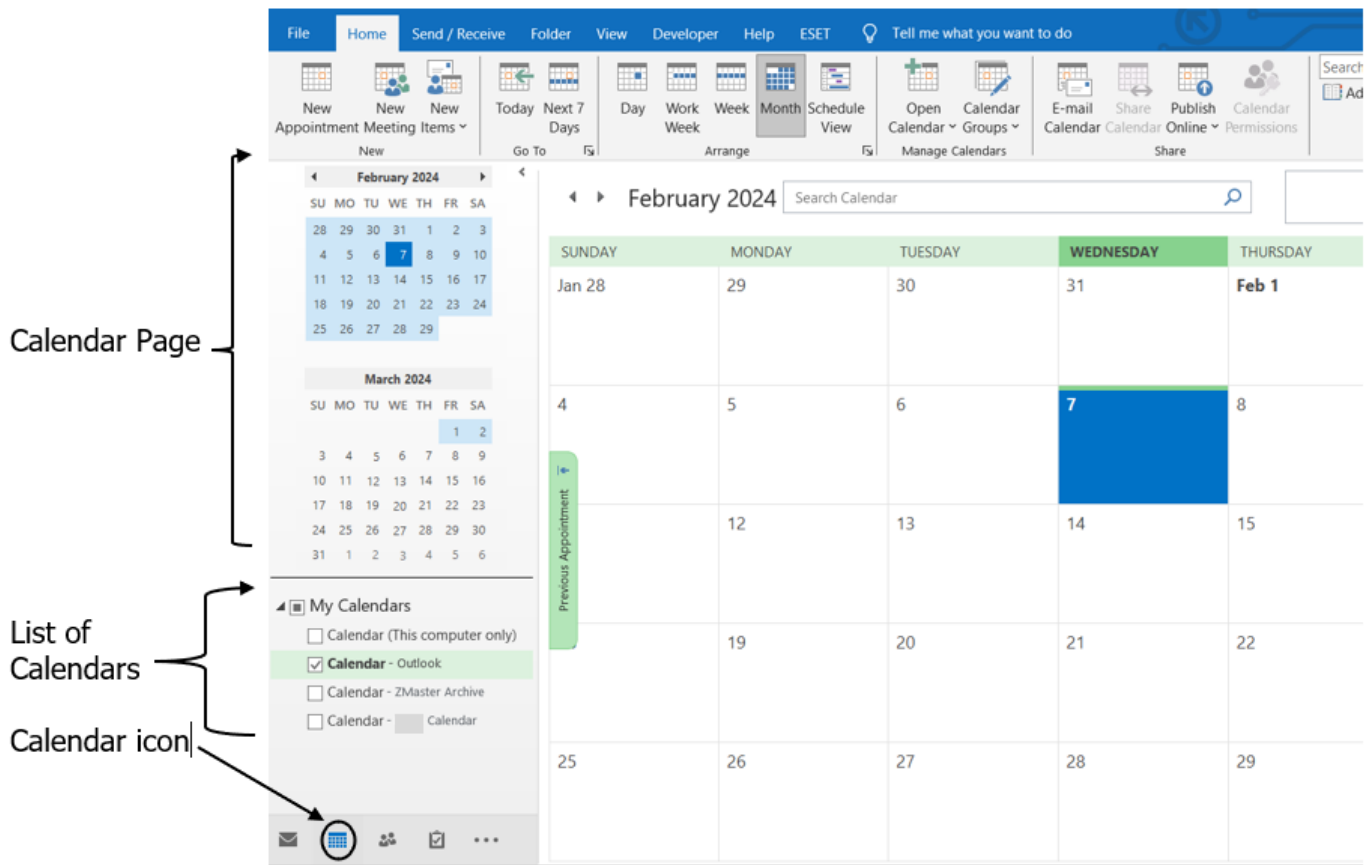
Note: These instructions and screenshots are from Outlook 2019 but should work for many other versions of Outlook.

- Open Outlook.
- Click the Calendar () icon in the left bottom corner of the Outlook window to open the Calendar section as shown **below**.
- In the left bottom corner of the Outlook window on that Calendar page is a list of the Calendars in Outlook.
- Select the View tab of the ribbon above. On the left of the View tab click the down arrow for Change View and select List from the options presented as shown **below**.
- The selected Calendar listed in the left pane will have its name appear in bold type and all the events contained in that Calendar are listed in the right pane in chronological order.
- When you select a different Calendar it will revert to the Callendar view and you will need to select the List view each time you select a different Calendar to view. To avoid that: while a Calendar is in the List view, click the down arrow for Change View and select *Apply current view to other Calendar folders*. This opens a list of Calendar folders. Place a checkmark for each Calendar and press OK. Note: Changing the view for any Calendar back to Calendar view changes all Calendars to Calendar view.
- Decide which of the Calendars listed you want to use and have the other Calendars move their events to this Calendar (I'll call it the Main Calendar for clarity in these instructions). Note the exact name of this chosen Main Calendar in the list of Calendars as you will need to select it from a list of all the Calendars later.
- Select the Calendar you want to move the events **from** so that all the events of that Calendar are in the pane to the right.
- Use the mouse pointer and click any event in the list to select and highlight that event. Press Ctrl and A keys at the same time (Ctrl + A) to select all events in that list.
- With the mouse pointer over this selected list right click and select Move from the menu. This will open a list of folders to move to and the Calendar you want to move to may be listed and if it is select it. If the Calendar you want to move to is not listed, select Other Folder to open a folder select window showing all folders in Outlook for you to select the Calendar you want to move to. Click the OK button and the events are instantly moved to that Calendar.

- Repeat with the other Calendars until all events have been moved to the one Calendar.
- Access the Change View and select Calendar view. At the bottom left in the list of all Calendars make sure your Calendar that has all the events is the only file selected.
- Now you have all your events and scheduling controlled by one Calendar.

Side Tip:

Using the List view you can copy any portion of the list of events and paste as plain text in a document for a simple listing of your appointments, meetings, or other events.



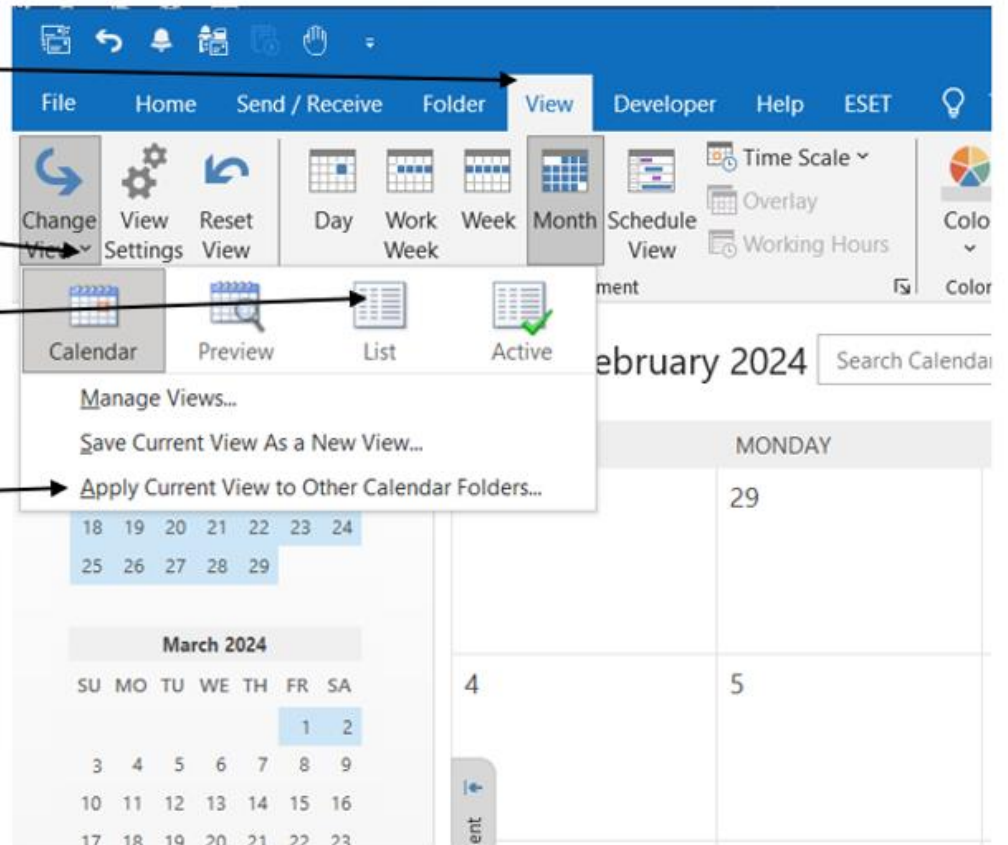
Click [here](#) to return to your place in the instructions

Select View tab

Click drop down arrow

Select List

Note this setting



Click [here](#) to return to your place in the instructions