

Torero Mail, the University of San Diego's new mail system for students, has a great new calendaring system for tracking events and classes. However, your calendar entries in Mirapoint will not be automatically moved to the new system. **If you have calendar entries you would like to move, you must export them out before moving to Torero Mail.** These instructions will provide a step by step overview of how to move your calendar from Mirapoint to Torero Mail.

These instructions were made using Firefox on OS X. Your screen may look slightly different.

Requirements

To move your calendar from Mirapoint into Torero Mail, you must be using a compatible web browser:

Internet Explorer 6 or 7
Firefox 1.5 or newer
Safari version 2 or 3

FAQ/Support

Additional documentation about Torero Mail and Mirapoint can be found online at:
www.sandiego.edu/toreromail

If you have questions or need technical support, please contact the ITS Help Desk 24 hours a day at (619) 260-7900 or online at www.sandiego.edu/its/helpdesk. Walk in support is also available during our scheduled hours.

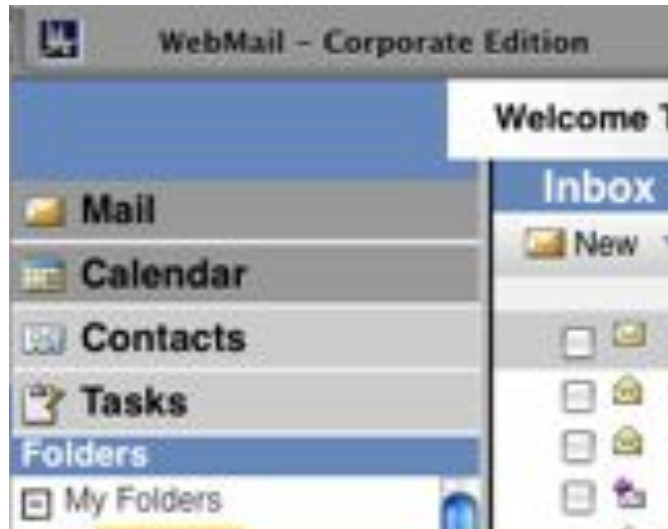
Fall/Spring Semester:	Monday – Thursday 7 a.m. – 7 p.m., Friday 7 a.m. – 5 p.m.
Summer/Intersession/Holidays:	Monday – Friday 8 a.m. – 5 p.m.

Instructions

1. Open a compatible web browser and go to your Mirapoint mail account at mail.sandiego.edu
 - When the log in box appears, log in with your MySanDiego username and password.



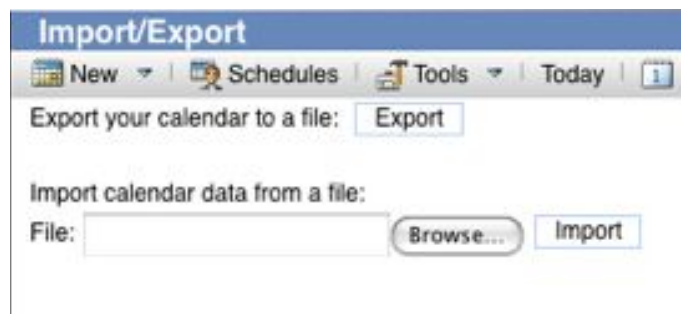
2. Once inside, click on **Calendar** to open the calendar view.



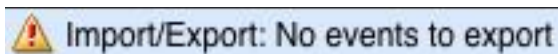
3. In the menu, click on **Tools** and select **Import/Export**.



4. Click the Export button to begin the export process. Make sure you save this file to a location you can easily find later.



Note: If you receive this message, your calendar is empty and there is nothing to export



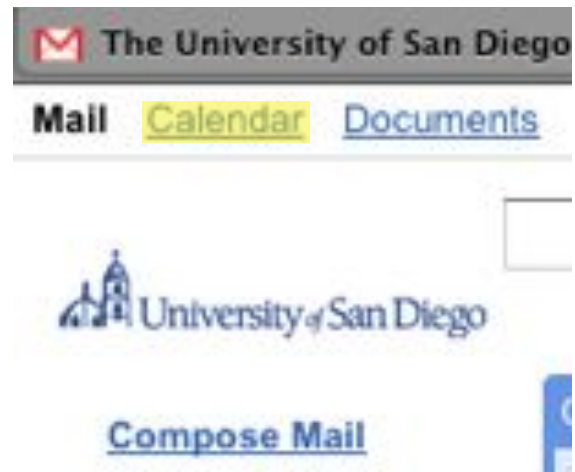
WARNING

The following steps will close your Mirapoint account. If you have any contacts you would like to save, please see our tutorial "Moving Contacts to Torero Mail" before continuing

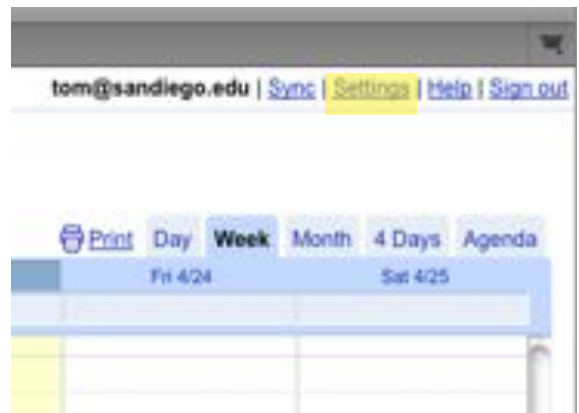
5. Go to <http://toreromail.sandiego.edu> and log in with your MySanDiego username and password. Please read the information about the migration. If you are ready, check the boxes and click the "**Move Me**" button.

Once the process is finished, you will be logged into your Torero Mail account.

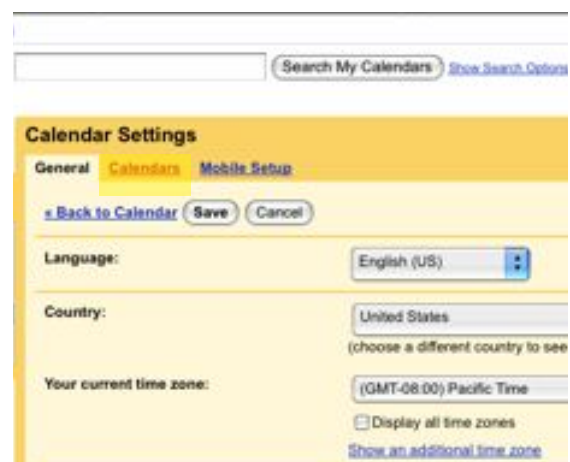
6. In the upper right of Torero Mail, click on **Calendar**



7. Your calendar will open up in a new window. Click on **Settings**.



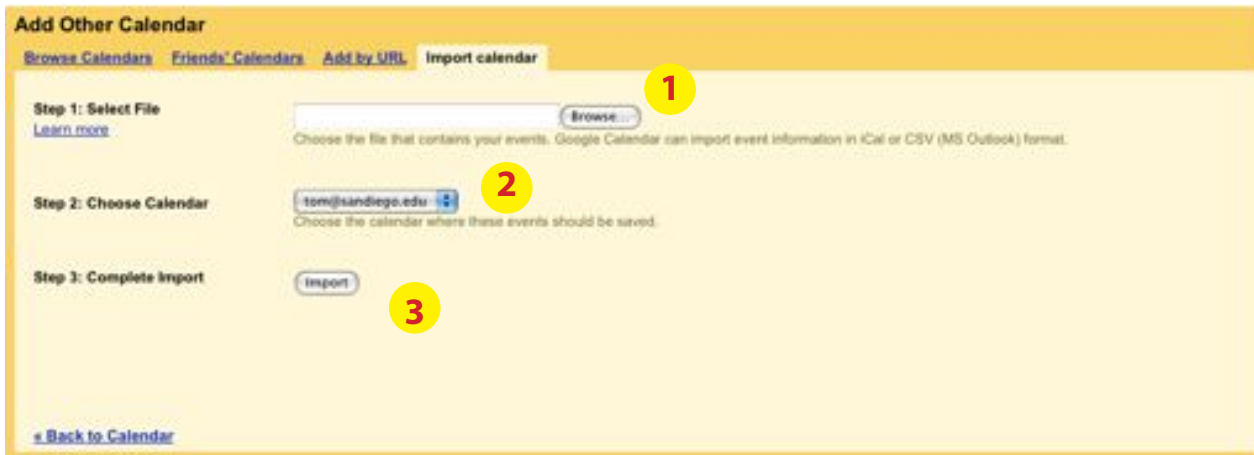
8. In the Calendar Settings, click on **Calendars**.



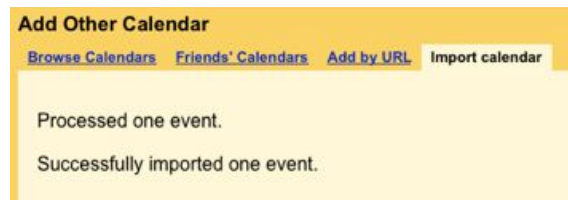
9. Here, you will see your calendars, with any sharing or notification settings. Click on **Import Calendars** to begin the import



10. In the Add Other Calendar tool, click on **Browse** (1) and find the file you exported from Mirapoint in step 4. Choose the calendar you would like to import in to (2) and click **Import** (3)



11. Torero Mail will import your calendar entries and give you a status message once the process is complete.



Want to learn more about the calendaring features of Torero Mail? Check out www.sandiego.edu/toreromail