Identifying shared calendars

In the upcoming migration from Zimbra to Office 365/On Premises Exchange, calendar delegations (shared calendars) will not migrate. You will need to recreate these delegations after the migration is complete.

To identify shared calendars:

1. Go to mail.gatech.edu and sign in.
2. Click the Preferences tab.
3. On the left navigation pane, click Sharing.
4. Make note of any calendars or folders you have shared with others (print or screen capture the information so that it can be used to recreate calendar delegations in the new email system and/or share folders through OneDrive).