

# Transfer user's calendar to new employee

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*Source:*

<http://www.tech-archive.net/Archive/Exchange/microsoft.public.exchange2000.admin/2005-08/msg00148.html>

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- *From:* "d'Jonz'Z" <DELdalejava@xxxxxxxxxxxxxxxx>
  - *Date:* Wed, 10 Aug 2005 13:43:02 -0400
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We have an executive assistant leaving her job in a couple weeks. She is the person who schedules manager meetings so she has lot's of resources reserved under her account.

With her leaving, she'd like to transfer them to replacement, yet to be hired.

Does anyone have suggestions as to what is the better option?

I could delete her account when she leaves, then create an account for the new hire and reconnect the mailbox to the new user. If the current user purges her mail, contacts, etc, leaving only corporate meetings. would this allow the new "owner" to manage the existing reservations and maintain her own Exchange account?

Will the mailbox take the new account name or always show as the ex-employee's?

Thanks for any tips.

Dale

Please edit email address for any direct responses – Thanks  
DELdalejava@xxxxxxxxxxxxxxxx

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- *Follow-Ups:*
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      - ◇ *From:* John Oliver, Jr. [MVP]
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