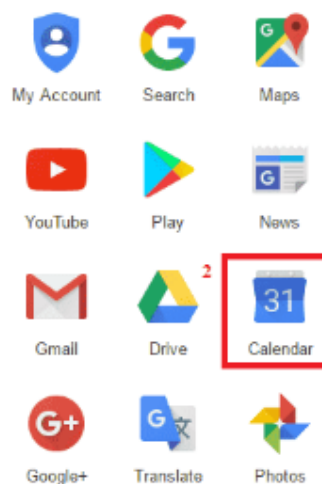


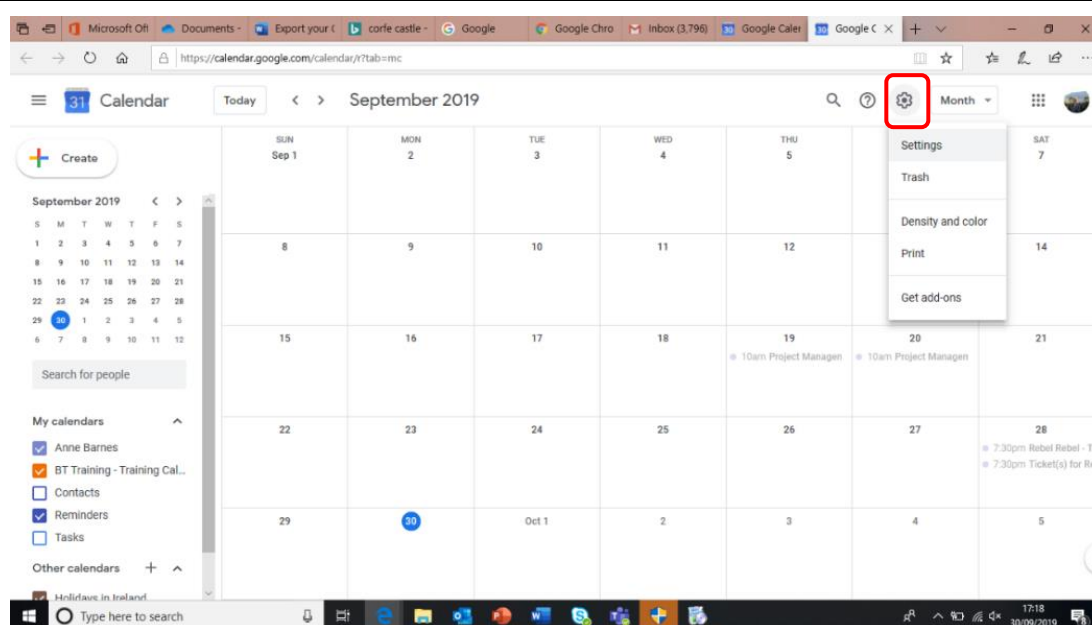
How to Export Google Calendars into Outlook

PROCEDURE

Open your Google account and click on the **Apps Menu** icon on the top left. It will give you an option to select different apps. Click on the **Calendar** option.



More

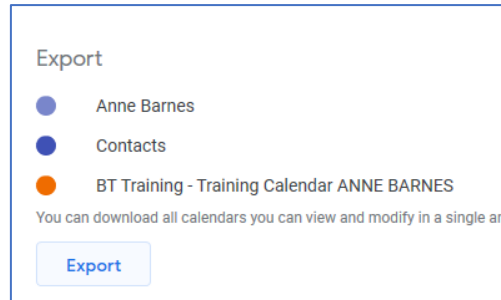
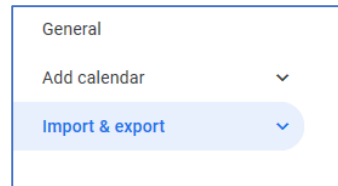


Click on the **Settings** cog at the top right of the Google Calendar.

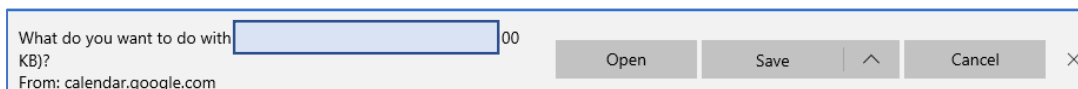
Select the **Settings** Option.

PROCEDURE

In the **Calendar Settings**, click on the option **Export Calendars**. It will start downloading the calendar.



A list of calendars in Google will be displayed, Select the **Export** option. Google will save the file to your downloads folder as a **.zip file**.



To change the zipped file name, select the **Up-Arrow** key to the right of the Save button and type in the file name and data storage environment.

Open the zipped file, **Right Mouse-Click** and **Open/Extract all Files**.

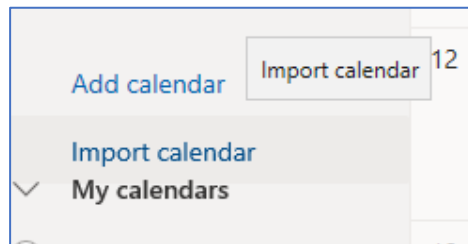
You will need to remember where you saved these ICS files and what name you used for the required calendar.

Login to the Office 365 account in which you want to transfer/migrate your Google calendar.

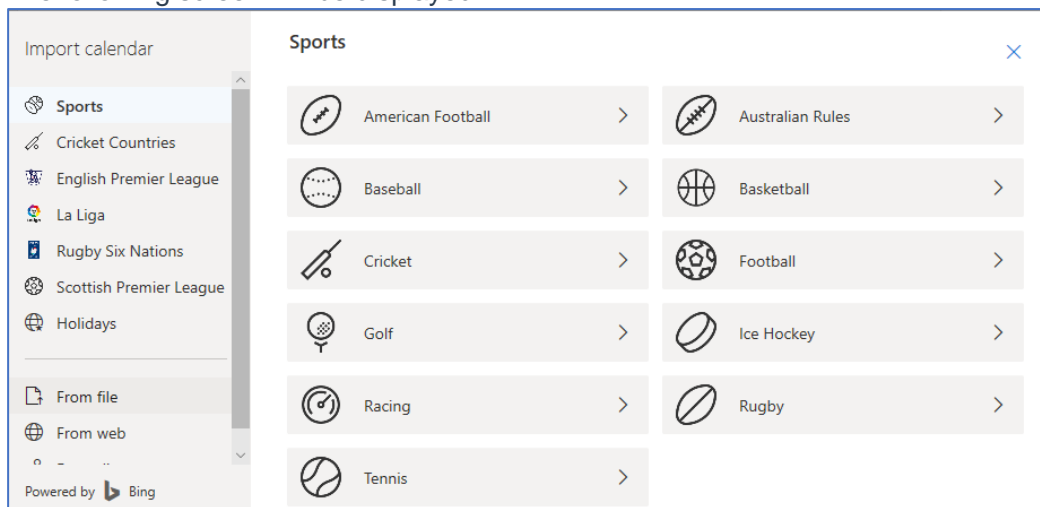
Go to **Options Calendar**.

Right Mouse-Click on **Import calendar**.

PROCEDURE

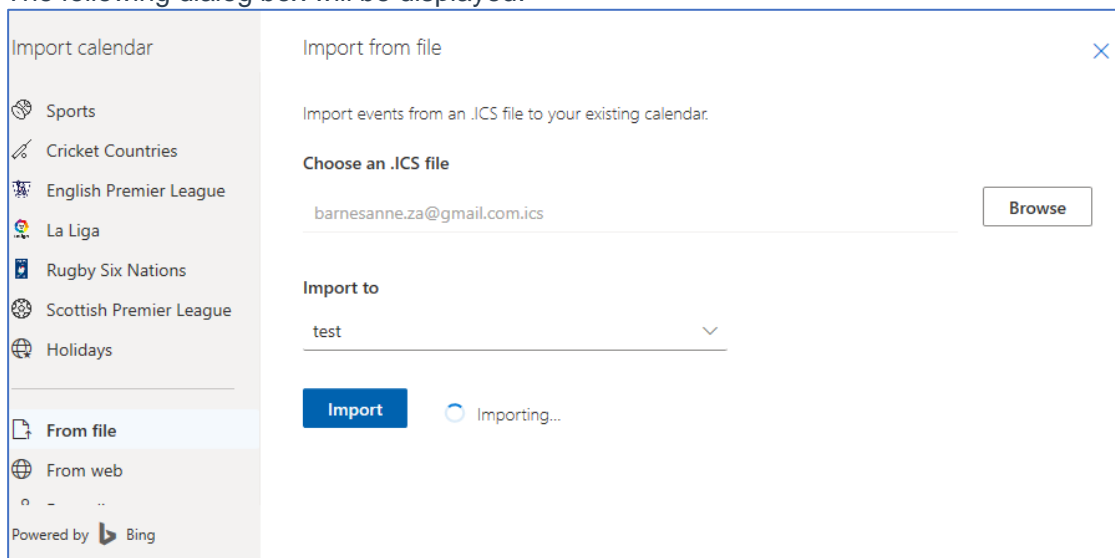


The following screen will be displayed:



Select the **From File** option in the left pane.

The following dialog box will be displayed:



PROCEDURE

1. Select the **Browse an ICS File** option on the right of the screen.
2. Select a Calendar you wish to import your ICS file to.
3. Save the **Import** button to start the import process.

View the Gmail calendars in your Office 365 account from your calendars in the left side of the account.