How to Export Google Calendars into Outlook



PROCEDURE						
In the Calendar Settings , click on the option Export Calendars . It will start downloading the calendar.		General Add calendar ~ Import & export ~				
Export Anne Barnes Contacts BT Training - Training Calendar ANNE BARNES You can download all calendars you can view and modify in a single arc Export 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. What do you want to do with						
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							
	Add calendar Imp Import calendar My calendars	oort calenda	12 12				
The following screen	will be displayed:			×			
Sports	American Football	>	Australian Rules	>			
Cricket Countries English Premier League	Baseball	>	Basketball	>			
Rugby Six Nations	Cricket	>	Football	>			
 General Control of Scottish Premier League Holidays 	Golf	>	O Ice Hockey	>			
From file	Racing	>	Rugby	>			
Q → From Web Q → Yes Powered by b Bing	Tennis	>					
Select the From File option in the left pane.							
Import calendar	Import from file			×			
 Sports Cricket Countries English Premier League La Liga Rugby Six Nations Scottish Premier League 	Import events from an .ICS file to Choose an .ICS file barnesanne.za@gmail.com.ics Import to	your existing ca	lendar.	Browse			
 ➡ Holidays ➡ From file ➡ From web □ Powered by ▶ Bing 	Import O Importing		~				

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.