



## Google Calendar to Outlook Migration Guide



Log on the Google Calendar. (https://calendar.google.com) and log in with your Google account email address. Then click 'Next'.

		Touay		<b>#8</b>	月一間二月	
- Create +		28	MAR, MON	•		
March 2022 K	2	5	APR, TUE (810)	۰	All day	Tomb Sweeping Day
5 M T W T F	1	15	APR, FRI + 21	•	All day	Good Friday
6 7 8 9 10 11	12	16	APR, SAT	•	All day	Holy Saturday
20 21 22 23 24 25	26	17	APR, SUN	•	All day	Easter Sunday
3 4 5 6 7 8	•	18	APR, MON	•	All day	Easter Monday
& Search for people		1	MAY, SUN	•	All day	Labour Day
My calendars	^	2	MAY, MON	•	All day	Labour Day observed
Default		8	MAY, SUN	•	All day	Buddha's Birthday
Reminders				•	All day	Mother's Day
Tasks Work ×	1	9	MAY, MON	•	All day	Day following Buddha's Birthday
Other calendars	ets for Wor	3	JUN, FRI 昭五	•	All day	Dragon Boat Festival
Holidays						
	22 N					



After logging in Google Calendar, click the 'Option' (3 dots icon) at the end of the calendar you want to export. (Calendar "Work" as an example)

B	Please enter your Hong Kong Baptist University SSOid and Password to access G Suite. <u>University Privacy Policy Statement</u>
	SSOid (please exclude @hkbu.edu.hk/@life.hkbu.edu.hk)
Forgot Password	Password

For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.







Right-click the file in "Download" folder and select 'Extract all'. You will get an iCalendar file.

← Settings	
General	Calendar settings
Add calendar 🗸	Name Work
Import & export	Description
Settings for my calendars	
<ul> <li>Default</li> </ul>	
Birthdays	Time zone (GMT+08:00) Hong Kong Standard Time
Work	Expert calendar
Calendar settings	Export calendar
Auto-accept invitations	Learn more about experting your comman
Access permissions for events	Auto-accept invitations
Share with specific people	Do not show invitations *
Event notifications	Calendars for resources can auto-accept invitations. Learn more about auto-accept invitations
All-day event notifications	

 Select 'Export calendar', then a file named as "your\_email\_address.ical.zip" will be downloaded.





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	教皇二月 - 第二月		
28 MAR, MON			
5 APR, TUE 38.00	All day	Tomb Sweeping Day	
15 APR, FRI +3	All day	Good Friday	
16 APR. SAT	<ul> <li>All day</li> </ul>	Holy Saturday	
17 APR, SUN	All day	Easter Sunday	
18 APR. MON + //	All day	Easter Monday	
1 MAR, SUN [].[]	All day	Labour Day	
2 MAY, MON	All day	Labour Day observed	
8 MAY, SUN	All day	Buddha's Birthday	
	<ul> <li>All day</li> </ul>	Mother's Day	
9 MAY, MON	All day	Day following Buddha's Birthday	
3 JUN, FRI	All day	Dragon Boat Festival	

Cross check if the calendar imported successfully.

organize reen total				0
MS Cloud Accele *	Name	Date modified	Туре	Size
Project - HKBU C	Work_7d6vlejr0pt3marvseq1cen93s@gro	3/5/2022 10:28 am	iCalendar File	1
5 This PC				
3D Objects				
Desktop				
2 Documents				
Downloads				
Music				
E Pictures				
Videos				
ٵ Local Disk (C:)				
~	•			,
File on	me: Work_7d6vlejr0pt3marvseq1cen93s@group.ca	alendar.google.co ~	All files	w.
Pile Da				



Delete the zip file and the iCalendar file if import is completed.