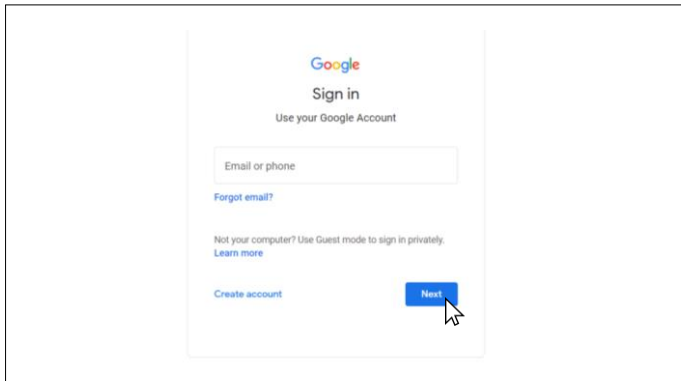
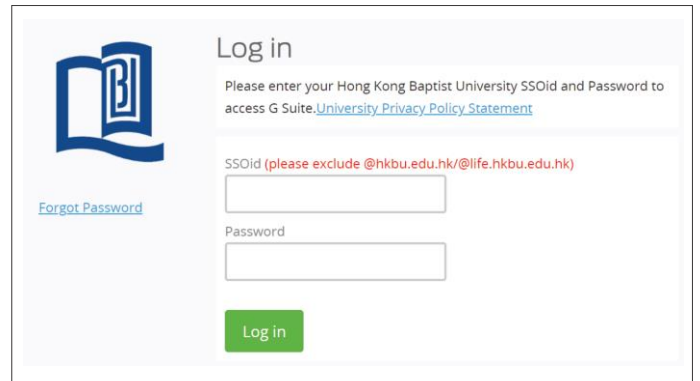


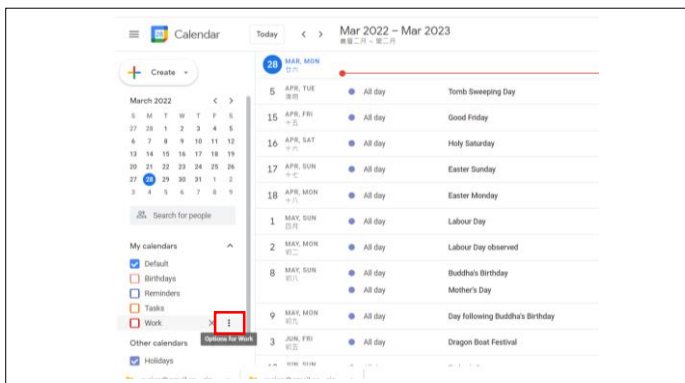
Google Calendar to Outlook Migration Guide



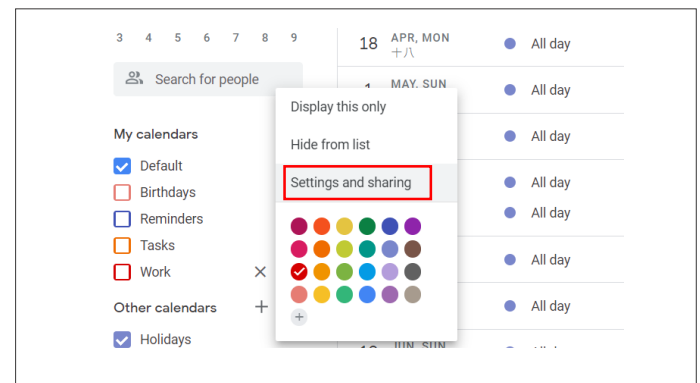
1 Log on the **Google Calendar**. (<https://calendar.google.com>) and log in with your Google account email address. Then click 'Next'.



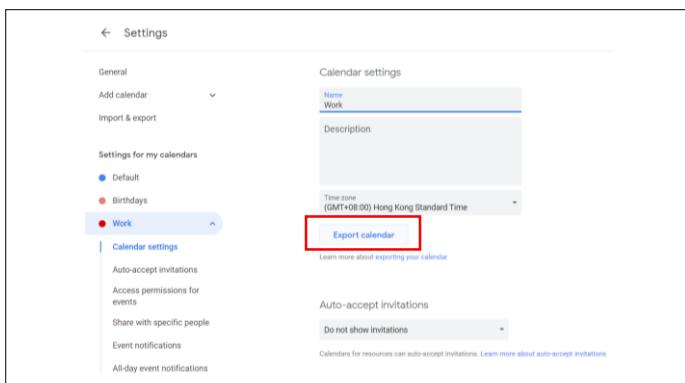
2 For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.



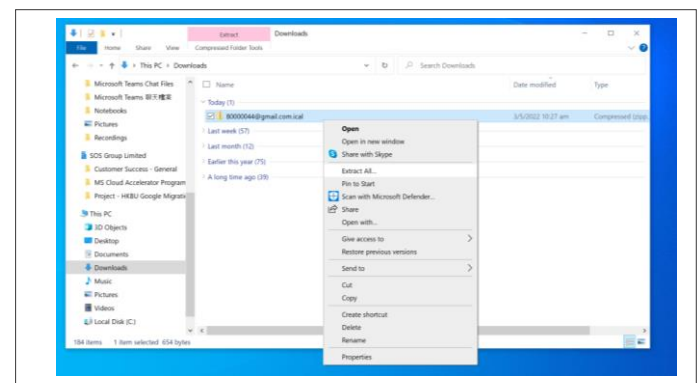
3 After logging in Google Calendar, click the 'Option' (3 dots icon) at the end of the calendar you want to export. (Calendar "Work" as an example)



4 Select 'Settings and sharing'.

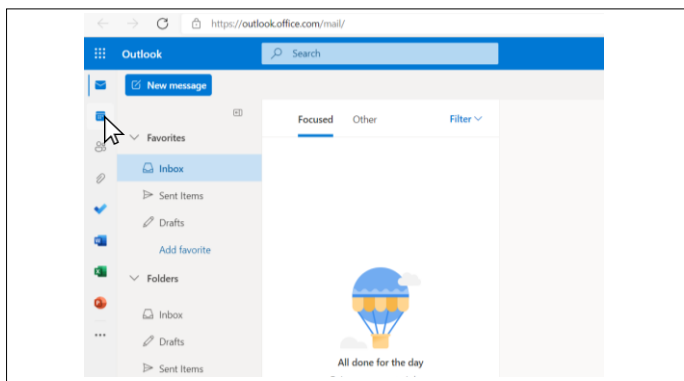


5 Select 'Export calendar', then a file named as "your_email_address.ical.zip" will be downloaded.

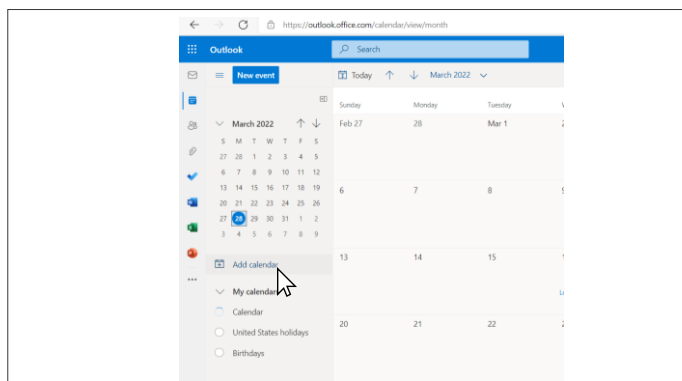


6 Right-click the file in "Download" folder and select 'Extract all'. You will get an iCalendar file.

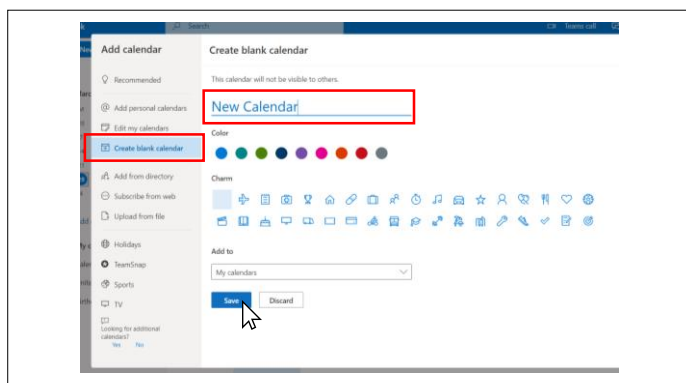
Google Calendar to Outlook Migration Guide



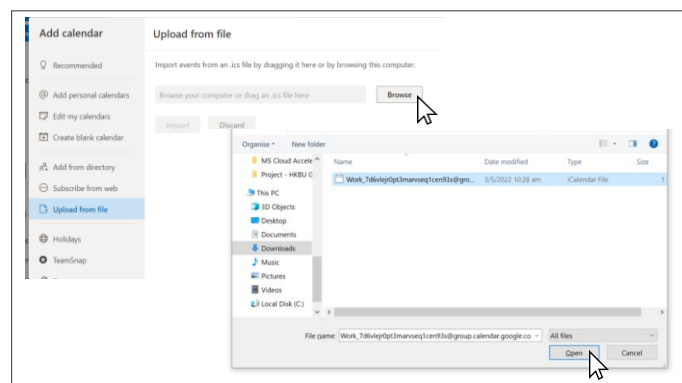
7 Sign in **Outlook** (<https://outlook.com>) and click **'Calendar icon'**.



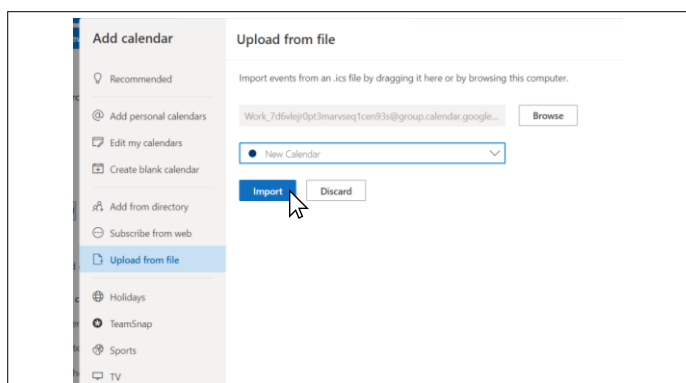
8 Select **'Add calendar'**.



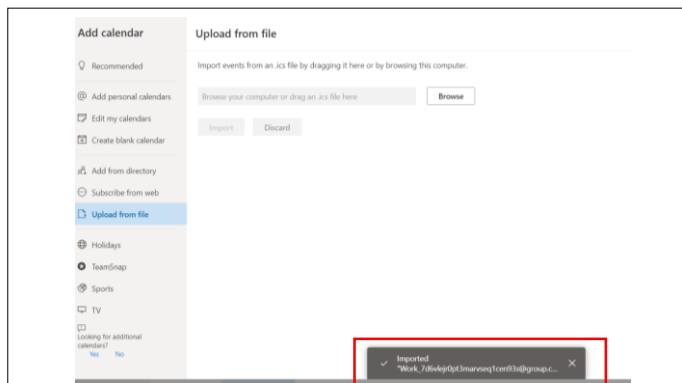
9 Select **'Create blank calendar'**, then create a name for this calendar (Use "New Calendar" as an example). Then add to **'My calendars'**, click **'Save'**.



10 Choose **'Upload from file'** and **'Browse'**. Select the **iCalendar file** then **'Open'**.

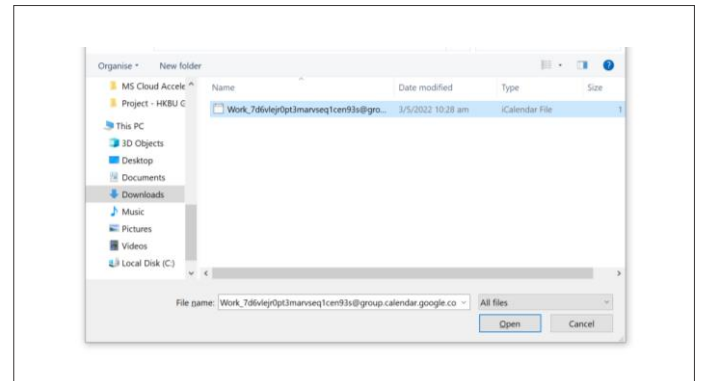
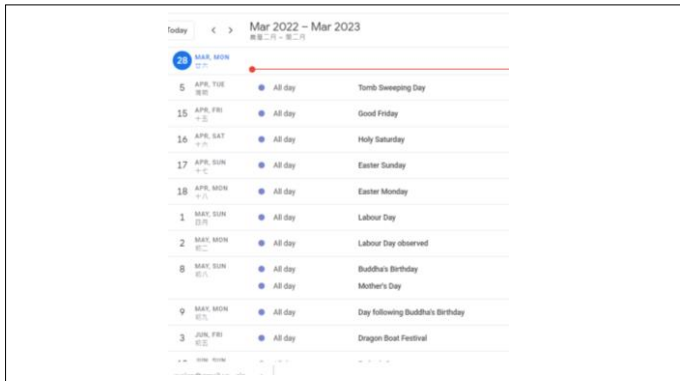


11 Select your new calendar name ("New Calendar" as this case), then click **'Import'**.



12 Calendar import completed if showing **"Imported"**.

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13 Cross check if the calendar imported successfully.

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