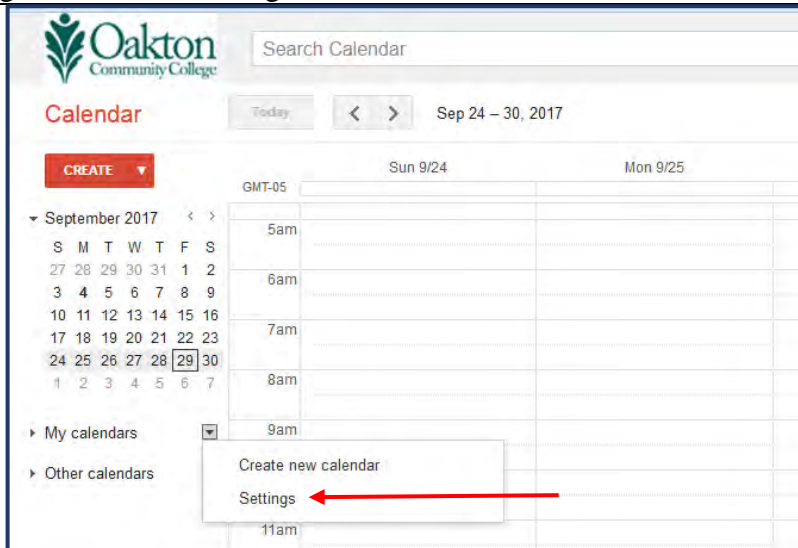


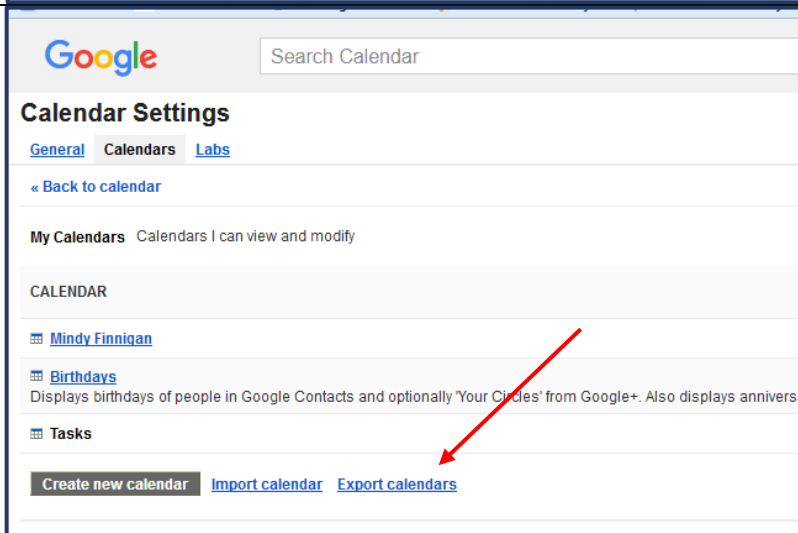
GSuite: Exporting and Importing Calendars

Exporting an existing calendar from Google

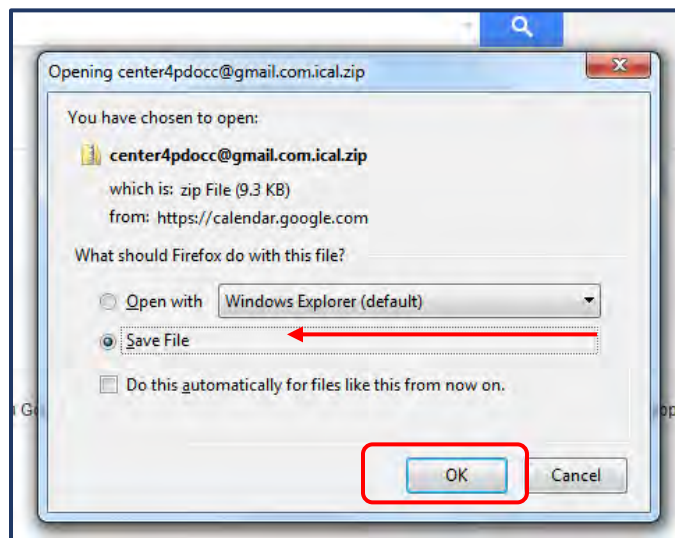
1. Login to your Calendar via my.oakton.edu.
2. Navigate to My Calendars and choose Settings



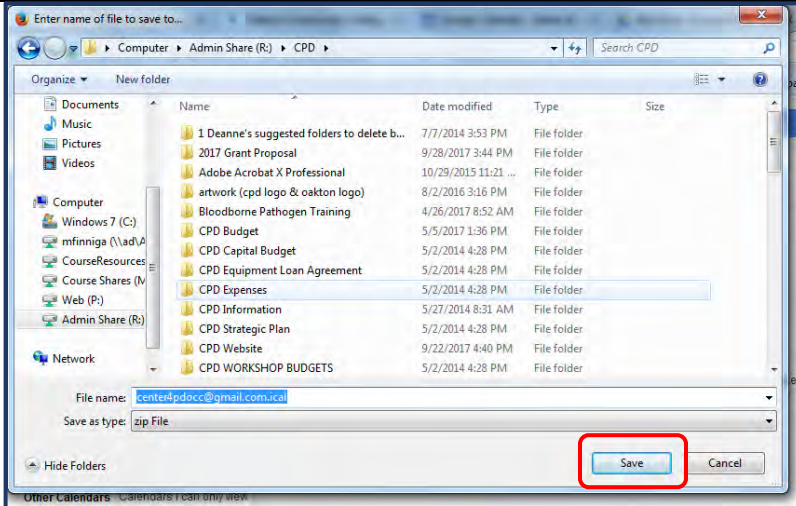
3. Click on the "Export calendars" link



4. Choose the option to Save File and click OK

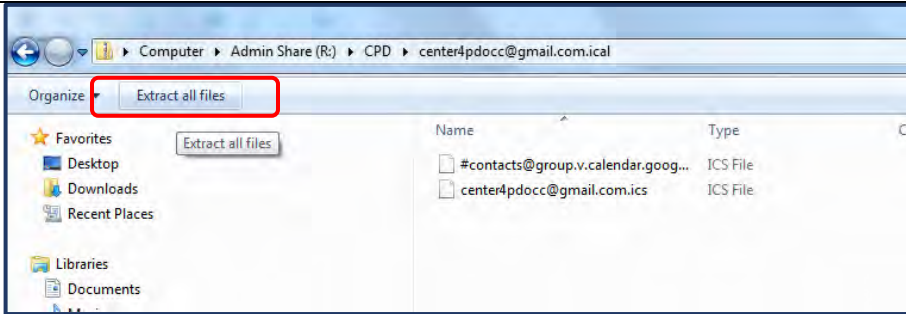


- Specify a place to save the file and click **Save**.



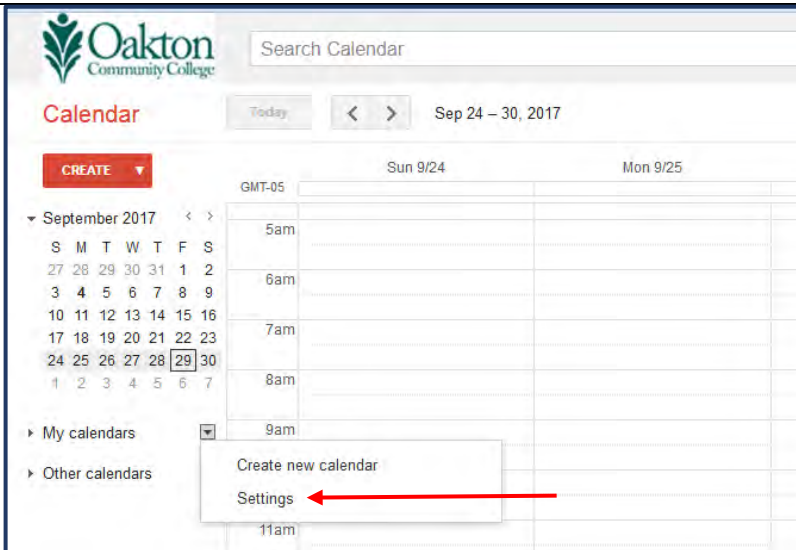
IMPORTING AN EXISTING CALENDAR INTO YOUR NEW CALENDAR

- Note:** If your calendar file was saved as a “.zip” file, you need to extract the files to get to the calendar file (.ics file). This needs to be done in your Windows Library Manager tool **BEFORE** the Google import.

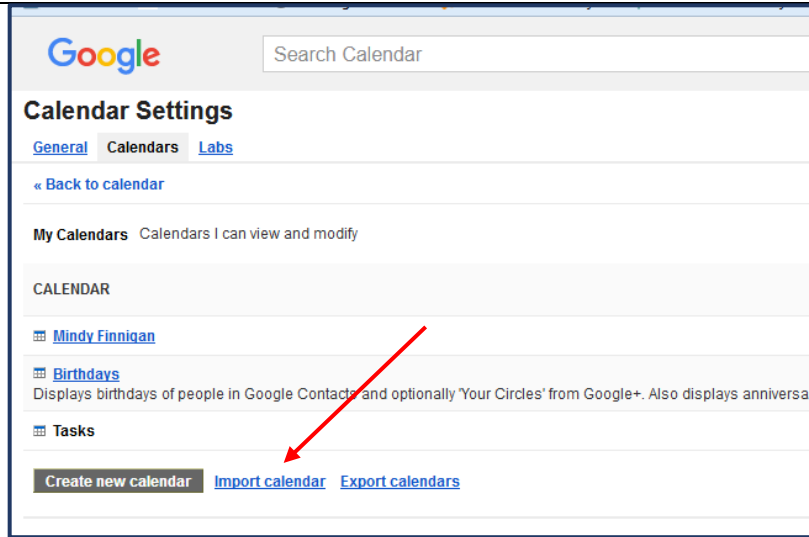


- Double Click on the .zip file name, then click the “**Extract all files button**”
- Select a place to store your extracted files. Make note of this folder so that you can retrieve your calendar (.ics) file to import when you are ready.

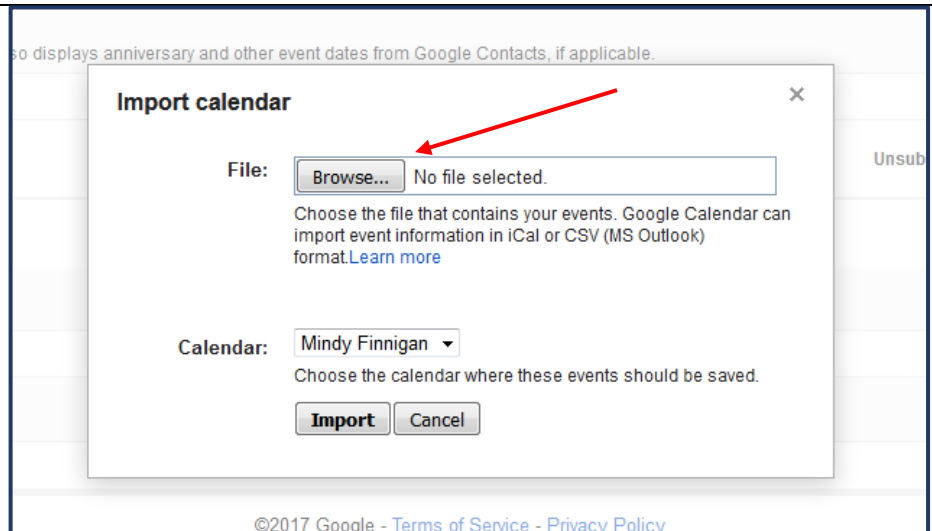
- Login to your Calendar via my.oakton.edu.
- Navigate to My Calendars and choose **Settings**



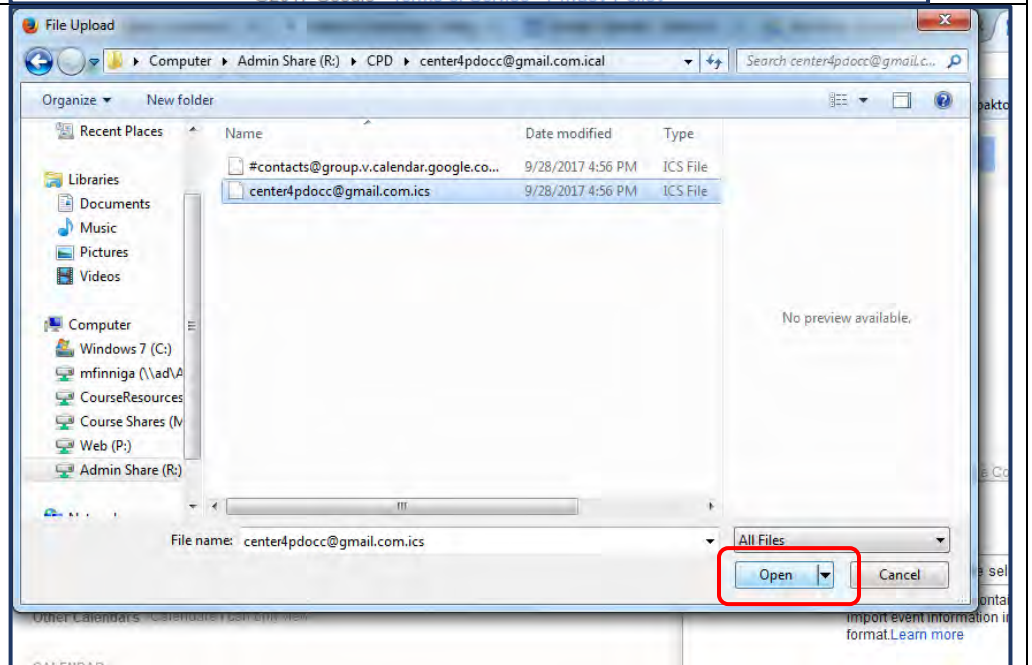
4. Click on the “**Import Calendar**” link



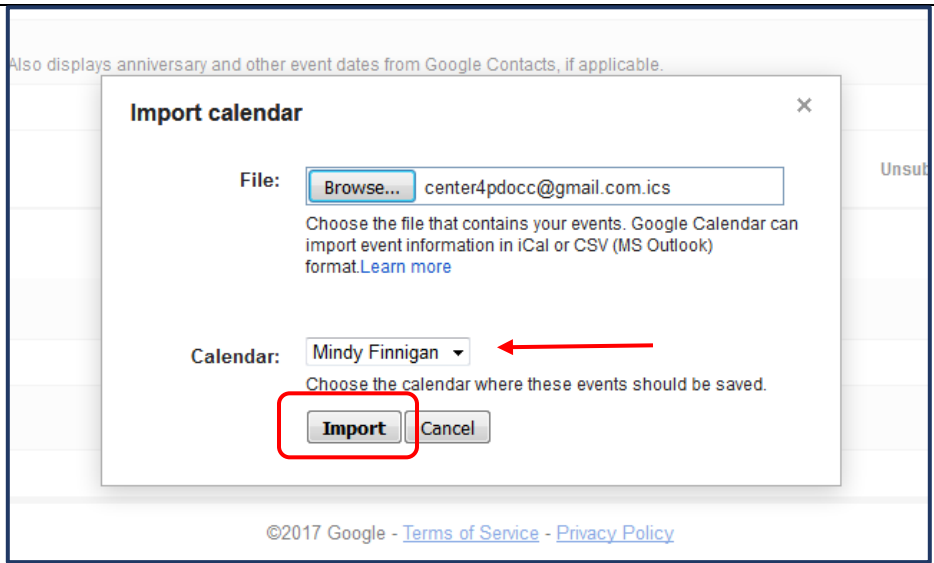
5. Browse for the calendar file you wish to import.



6. Find the calendar file you wish to import and Click “**Open**”
7. Please be careful when choosing your calendar to import. There is no tool to reverse an import. It is not terribly



8. Choose the calendar you would like to populate.
9. Click the **Import** button.
10. **NOTE:** Importing calendars can take a while if there are a large amount of calendar items. If you get a message that says the Import is busy, click to continue and wait until the import is done. **DO NOT try to start the import again, or you will get duplicate events.**



11. You will receive a confirmation that your import was successful. Close the box and view the calendar.

