GSuite: Exporting and Importing Calendars

Exporting an existing calendar from Google



5. Specify a place to save the file and click Save .	Unter name of file to save to			+ ++ Search CPD			×
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IMPORTING AN EXISTING CALENDAR INTO YOUR NEW CALENDAR

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a. Double Click	on the .zip	o file name, the	n click the "l	Extract al	l files button"
b. Select a place	to store y	our extracted fi	iles. Make no	ote of this	folder so that
you can retriev	e your cal	lendar (.ics) file	e to import w	hen you a	re ready.
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4. Click on the " Import	Google Search Calendar
Calendar" link	Calendar Settings
	General Calendars Labs
	« Back to calendar
	My Calendars Calendars I can view and modify
	CALENDAR
	I Mindy Finnigan
	Birthdays Displays birthdays of people in Google Contact, and optionally 'Your Circles' from Google+. Also displays anniversa
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	Create new calendar Import calendar Export calendars
5. Browse for the	
calendar file you	so displays anniversary and other event dates from Google Contacts, if applicable.
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	Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook)
	format.Learn more
	Calendar: Mindy Finnigan 🗸
	Choose the calendar where these events should be saved.
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8. Choose the calendar	Also displays anniversary and other event dates from Google Contacts if annicable
populate. 9. Click the Import	Import calendar ×
 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. 	File: Browse center4pdocc@gmail.com.ics Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format.Learn more Calendar: Mindy Finnigar Choose the calendar where these events should be saved. Import Cancel ©2017 Google - Terms of Service - Privacy Policy
11. You will receive a confirmation that your import was successful. Close the box and view the calendar.	Also displays anniversary and other event dates from Google Contacts, if applicable Import calendar Processed 169 events. Successfully imported 169 events. Close