

This step will copy all your calendar events from either Microsoft Outlook or Gmail. If you find you are using a different application than Outlook or Gmail, please let the migration team know. Once this step is completed you will be able to access your email, contacts, and calendars from any of your devices. Any time you update your data on one device it will automatically update on all your other devices.

Migrating calendar events is a twostep process. You will first need to export your calendar from your existing application and then import it into Office 365. Below you will find instructions for exporting from Outlook and Gmail.

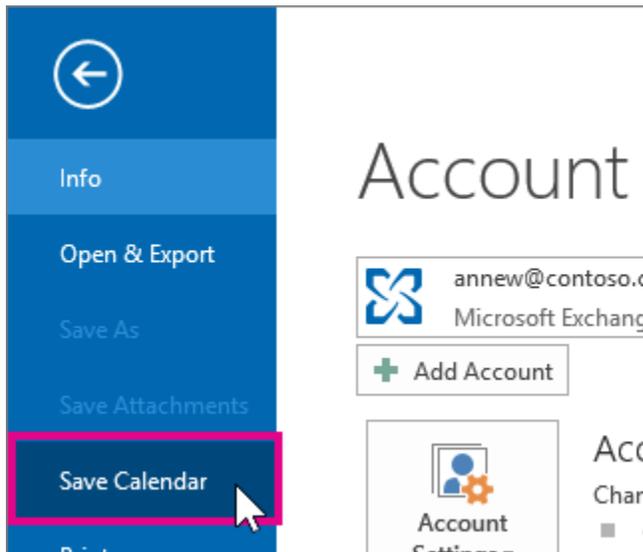
Unfortunately, the process to move calendar events from Windows Live Mail is not very straightforward. If you find you are using Live Mail or an application other than those mentioned, please let the migration team know.

Thank you,  
- Migration Team

## Step 1 Export Calendar

### [To export calendar from Outlook](#)

1. In Outlook, in **Calendar**, select the calendar you want to export.
2. Click File > **Save Calendar**.

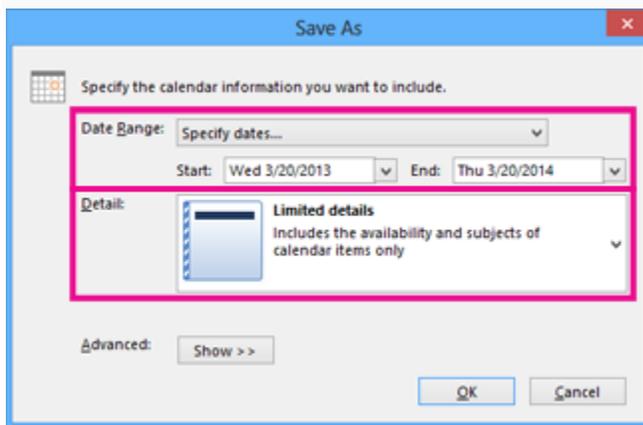


3. Use the default name or type a name for the iCalendar file in the **File name** box.

You'll see a summary showing the calendar name, date range, and detail level next to **More Options**. If you're satisfied with the summary, jump to step 7, otherwise continue with step 4.

4. Click **More Options**.
5. Click the **Date Range** arrow, and choose the amount of calendar data you want to include in the iCalendar file or click **Specify dates** to enter a custom date range.

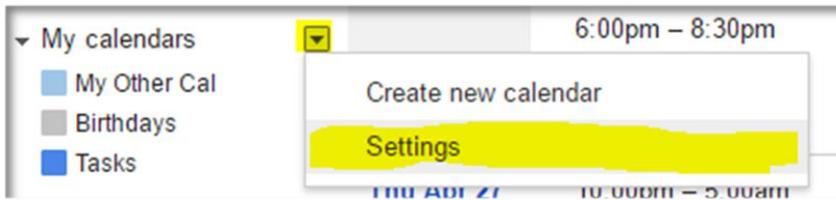
**TIP:** If you choose a large date range or select **Whole calendar**, you might create a large iCalendar file, which can take a while to generate.



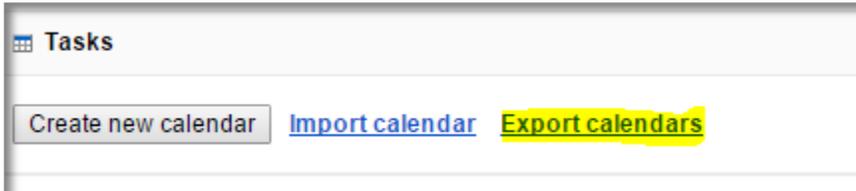
6. Click the **Detail** arrow and, choose the amount of detail you want to show.
7. Click **OK**, and then click **Save**.
  - Be sure to write down where you saved your file.
  - If your calendar is empty, you'll see a message giving you the option to cancel saving the iCalendar file.
8. If you are finished importing calendars move onto Step 2 labeled "Import Calendar into Office 365".

## Export calendar events from Gmail

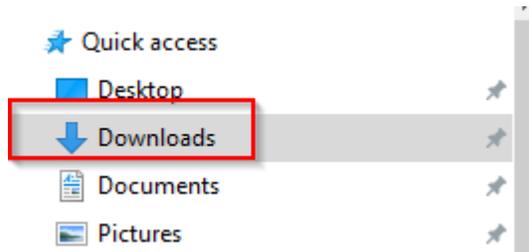
1. On your computer, open [Google Calendar](#). You can't export events from the Google Calendar app.
2. On the left side of the page, find the "My calendars" section.
3. To the right of the calendar you want to export, click the Down arrow   **Calendar settings**.



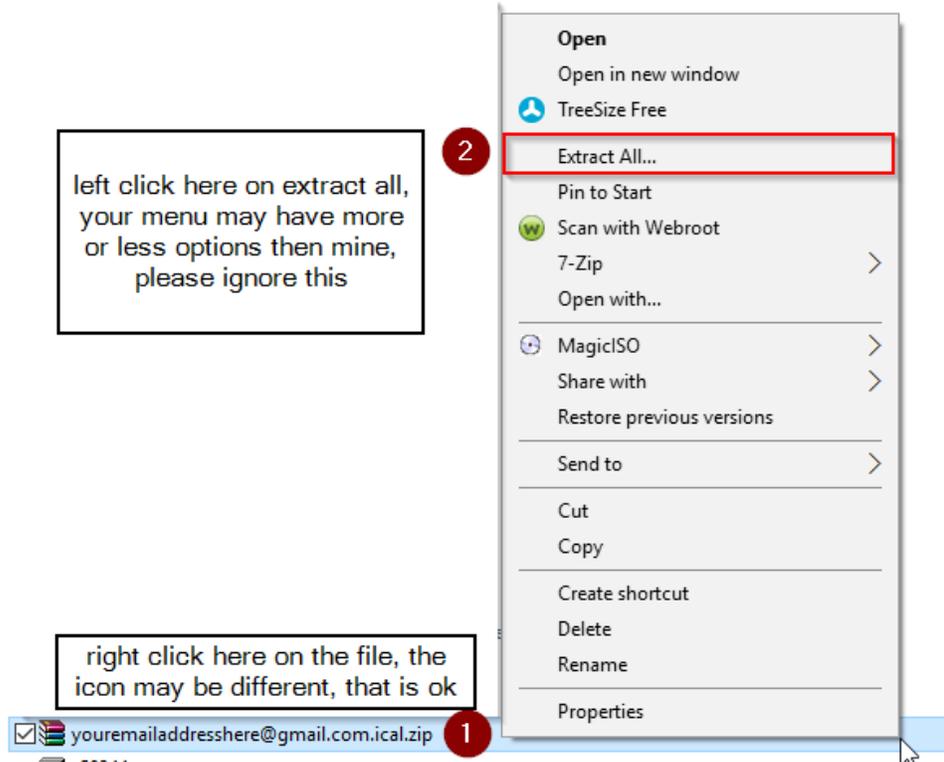
4. Click **Export this calendar**.



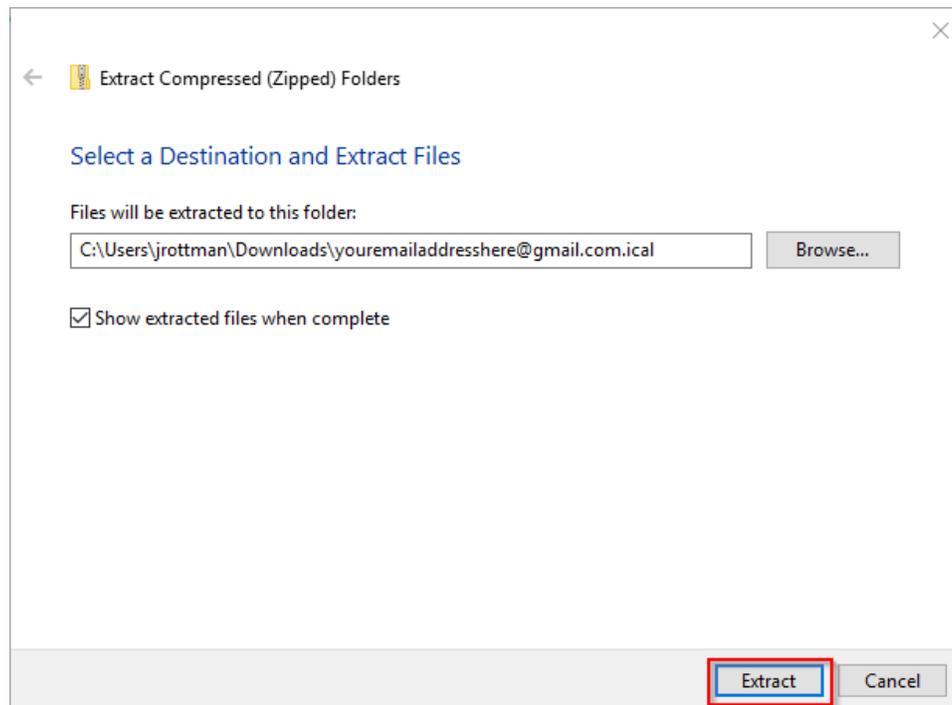
5. An ICS file of your events will start downloading.
  - Be sure to write down where the download file is saved
6. Go to the location where your calendar downloaded, typically your downloads folder,



- Next find the file that was downloaded from Gmail (should be named [youremailaddress@gmail.com.ical.zip](#)) and right click on it



- Next you will be prompted with a window, leave the default options and select Extract

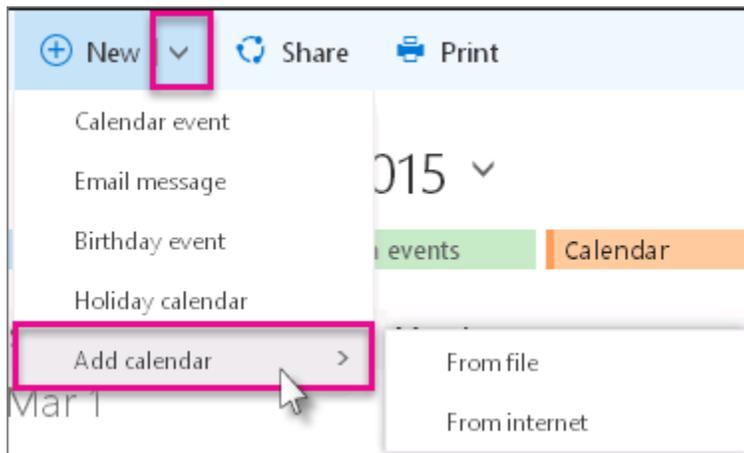


- Note the location of this folder, inside this is where the .ics file is located at for the next step, as shown is this example

7. If you are finished importing calendars move onto Step 2 labeled “Import Calendar into Office 365”.

## Step 2 Import calendar into Office 365

1. Log into Office 365 ([click here for link to Office 365](#))
2. On the Outlook navigation bar, click the App Launcher , and then click **Calendar**.
3. Under the **Outlook Calendar** navigation bar, click the **New** down arrow, and click **Add calendar**.



4. Click **From file**, click **Browse**, choose the location where you previously saved the exported calendar, and click **Open**.
5. Click the down arrow next to **Calendar**, and choose a calendar type from the list.

📧 SAVE ✕ DISCARD

## Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Calendar:

6. Click **Save**.