

Calendar

1. Open Outlook
2. Click **File** menu
3. Click **Import and Export**
4. Click **Export to a file**
5. Click **Comma Separated Values (DOS)**
6. **Select folder to export from: Calendar**
7. Browse, name, and save the file some place easy to find it. (Desktop)
8. Click **Next**
9. Click the **Finish** button.
10. Allow the export to perform
11. Open [Google Calendar](#)
12. Click the small 'Add' link in the bottom left corner of the "Other calendars" box (left side of calendar page).
13. Click the **Import Calendar** link under Calendar settings
14. Click the **Browse** button and select your exported file
15. Choose your calendar
16. Click **Import** and wait. It may take a bit.
17. It'll tell you when it's done!!!

Congratulations. Your outlook calendar is now exported to google calendar!