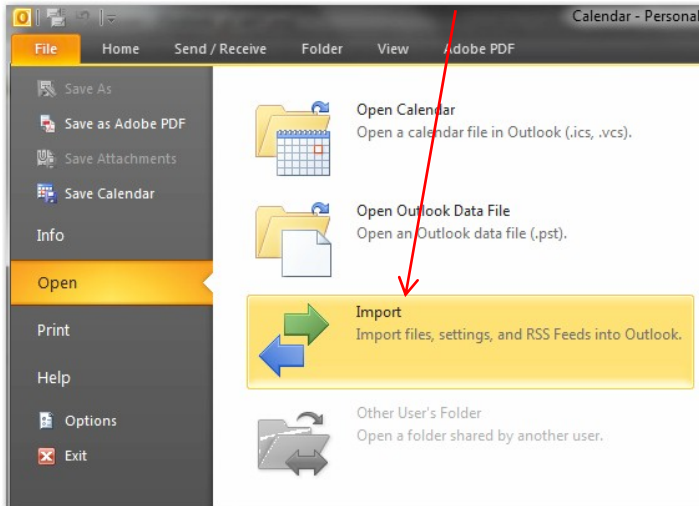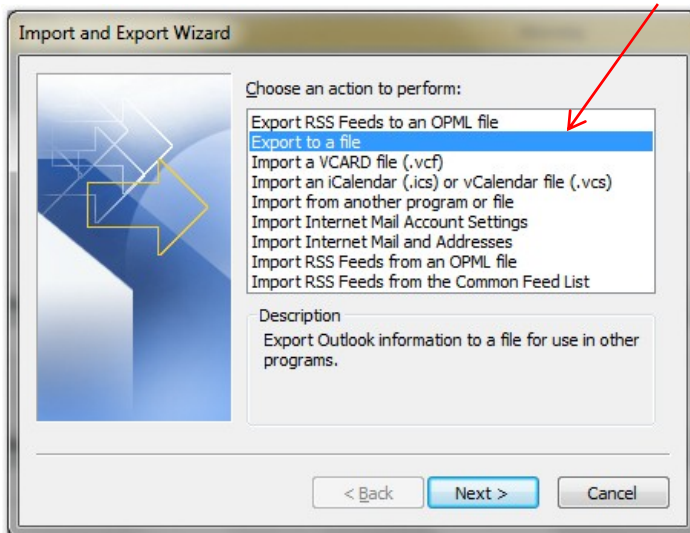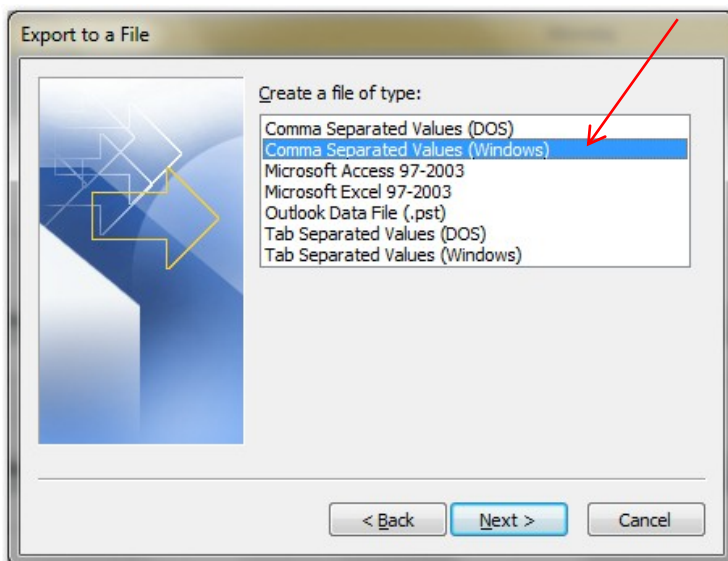**Step 1: Exporting Outlook Calendar Events in CSV**

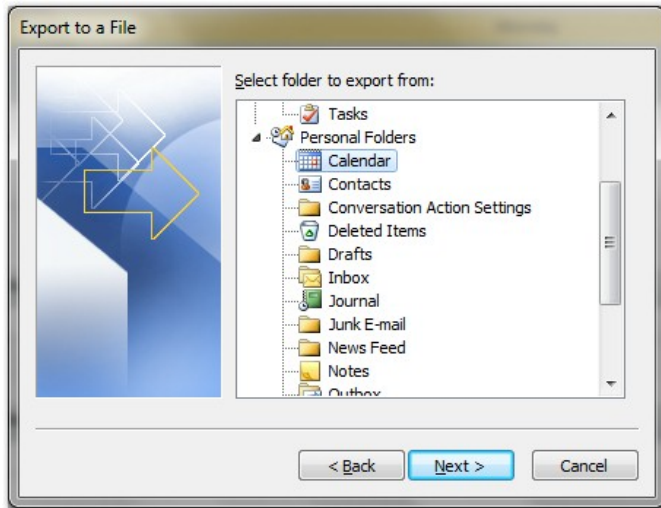- Click on the **File** tab > **Open** > **Import**

- In the **Import and Export Wizard** select: **Export to a File**, click **Next**
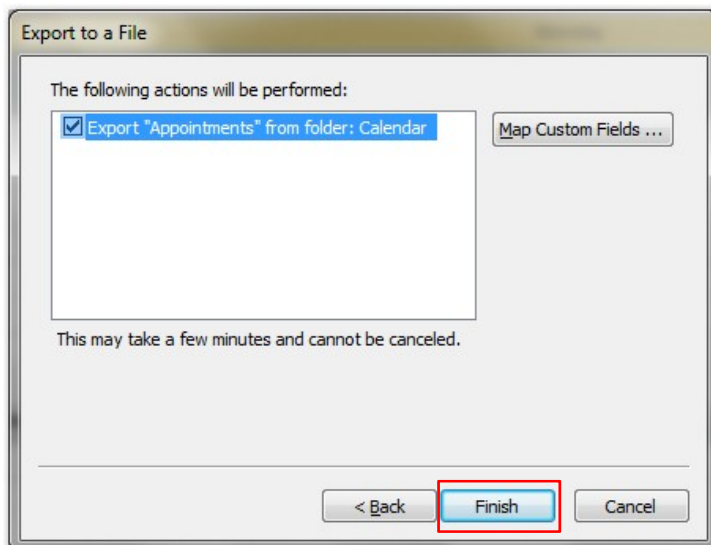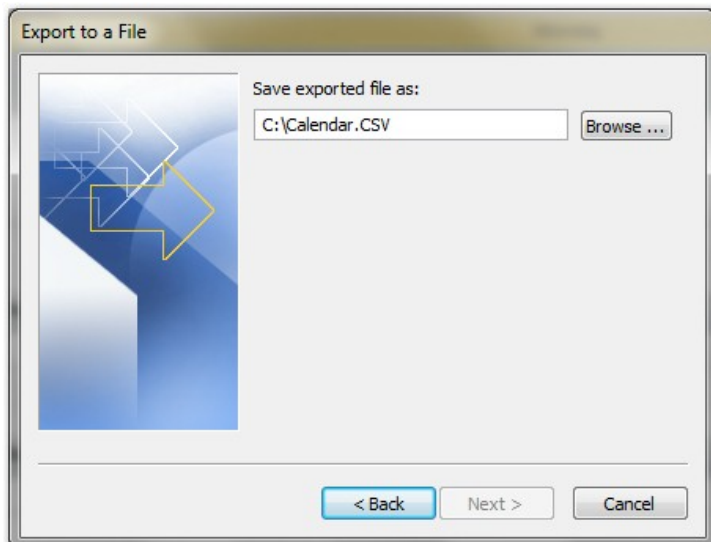

- Select the file type: **Comma Separated Values (Windows)**, click **Next**

- Select the Calendar that you wish to export, click **Next**

- Name the file, click **Next**, then the **Finish** button…

- A message window will be displayed for setting the date range and events that will be exported. You may modify the dates to match what you wish to export
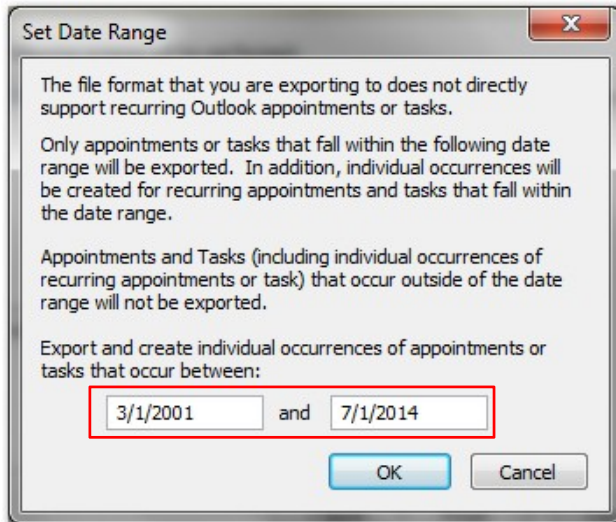
Step 2: Importing Outlook Calendar Events in CSV to Google Apps Calendar

- Login to your **Williams Google Apps Account**

- Select the **Apps Grid** > **Calendar**
- Click the **Settings "Gear"** icon and select **Settings** in the menu

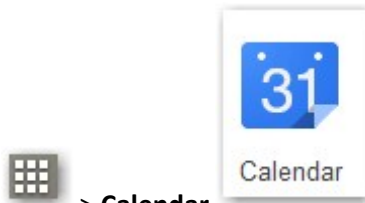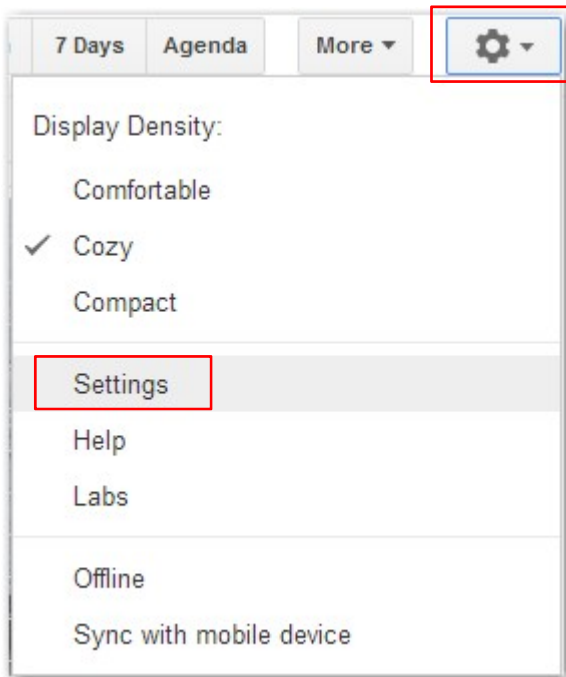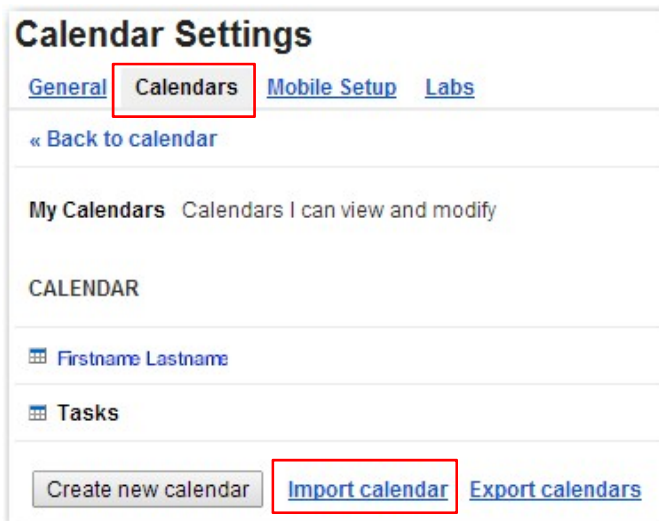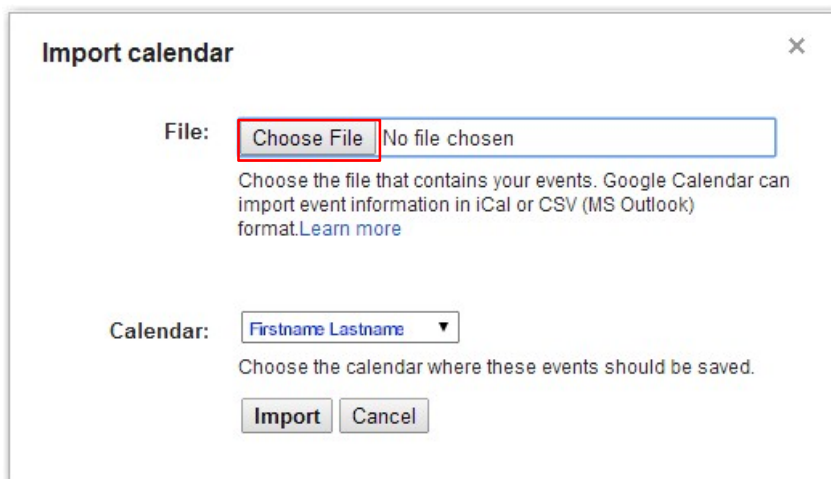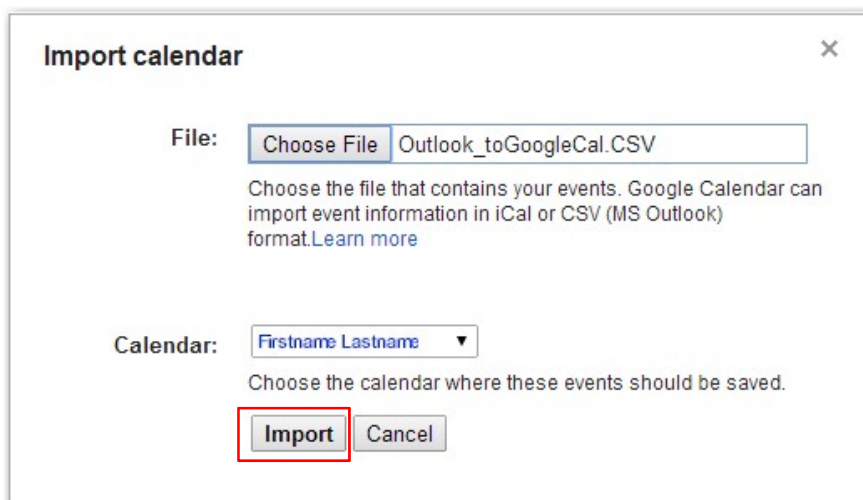- Select the **Calendars** tab then **Import calendar**

Calendar Settings

General Calendars Mobile Setup Labs

« Back to calendar

My Calendars Calendars I can view and modify

CALENDAR

▦ Firstname Lastname

▦ Tasks

Create new calendar   Import calendar   Export calendars

- Click the Choose **File** button and browse to your saved **.csv** file

Import calendar   ✕

File: Choose File   No file chosen

Choose the file that contains your events. Google Calendar can
import event information in iCal or CSV (MS Outlook)
format.Learn more

Calendar: Firstname Lastname   ▼

Choose the calendar where these events should be saved.

Import   Cancel

- Once you have selected your exported Outlook file click the **Import** button

Import calendar   ✕

File: Choose File   Outlook_toGoogleCal.CSV

Choose the file that contains your events. Google Calendar can
import event information in iCal or CSV (MS Outlook)
format.Learn more

Calendar: Firstname Lastname   ▼

Choose the calendar where these events should be saved.

Import   Cancel

- You will receive a confirmation message letting you know of the events that were successfully imported (the example used only 2 events)
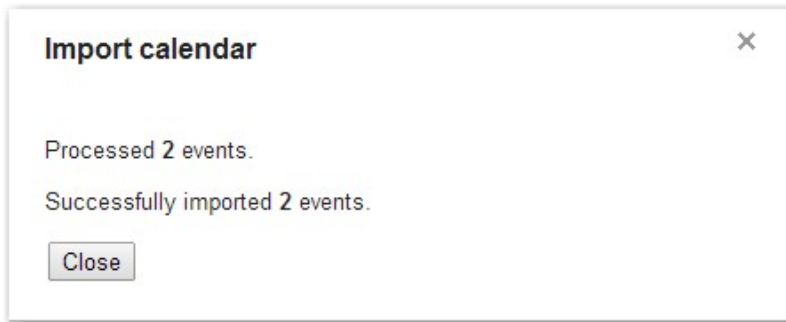
- Important: Click on the **General** tab and select **Save**… you now have imported events from your Outlook Calendar