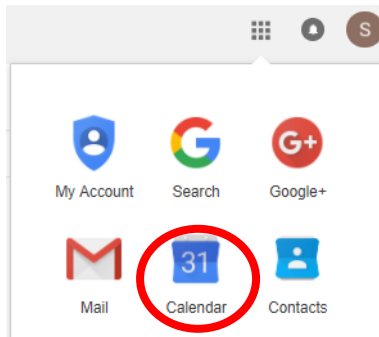
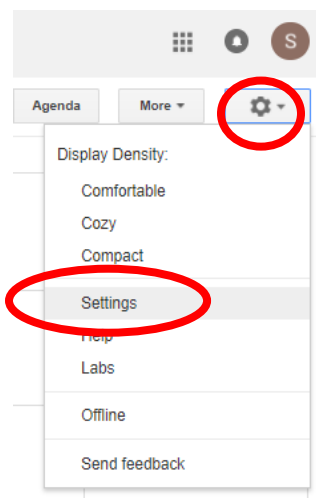


Import your Google Apps calendar into Office 365

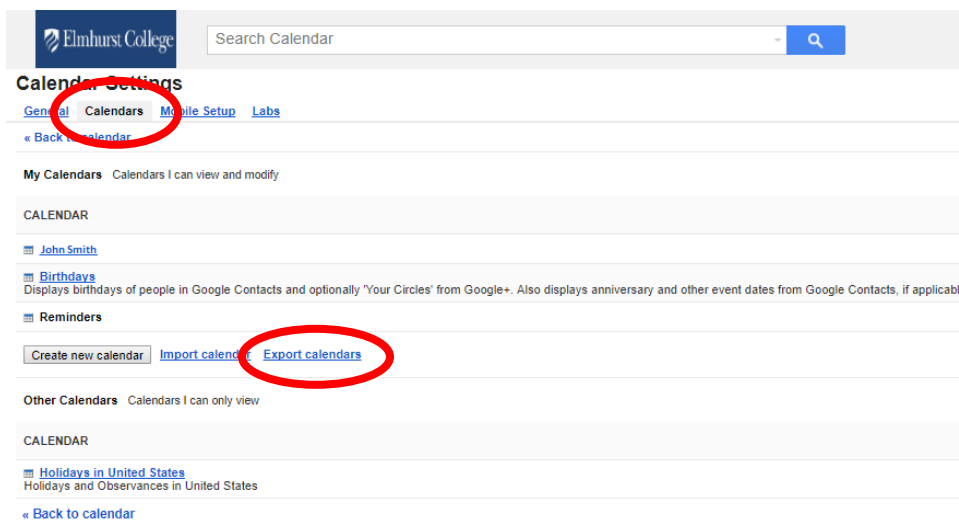
1. Open a web browser and navigate to gmail.com.
2. Log in with your Google Apps account, click on the tiles icon on the top-right corner, and select **Calendar**.



3. When calendar loads, click on the gear icon and select **Settings**.



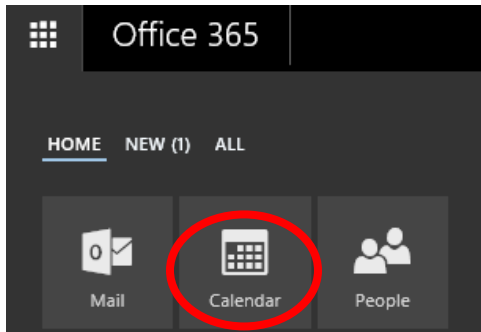
4. On the left, click on the **Calendars** tab, then click on **Export calendars**. A zipped file will begin downloading to the default location of downloaded files. Unzip the calendar file to access the .ics file.



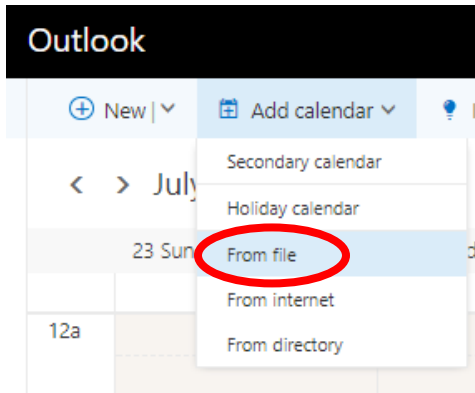
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5. Open a web browser and navigate to <http://outlook.office365.com/>.

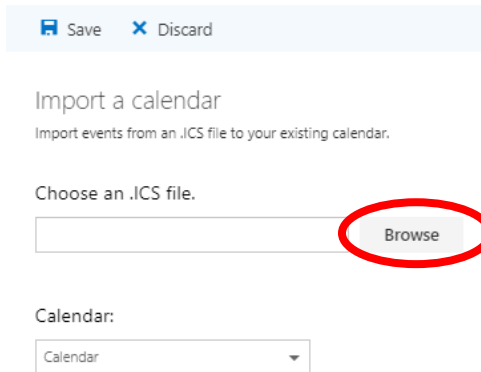
6. Log in with your Office 365 account, click on the tiles icon, and select the **Calendar** tile.



7. Click on **Add calendar**, then select **From file**.



8. On the right side, click **Browse** to search for the .ics file on your computer, then select the calendar to which the Google Apps calendar events will be added.



9. Once selected, click on **Save** and wait until the calendar events are imported. Once the process completes, the events will populate in the Outlook calendar.