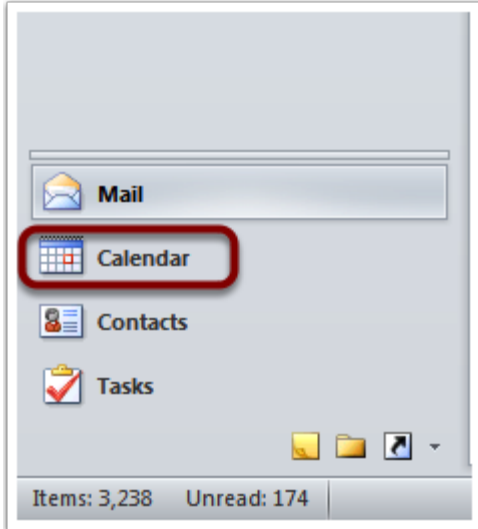
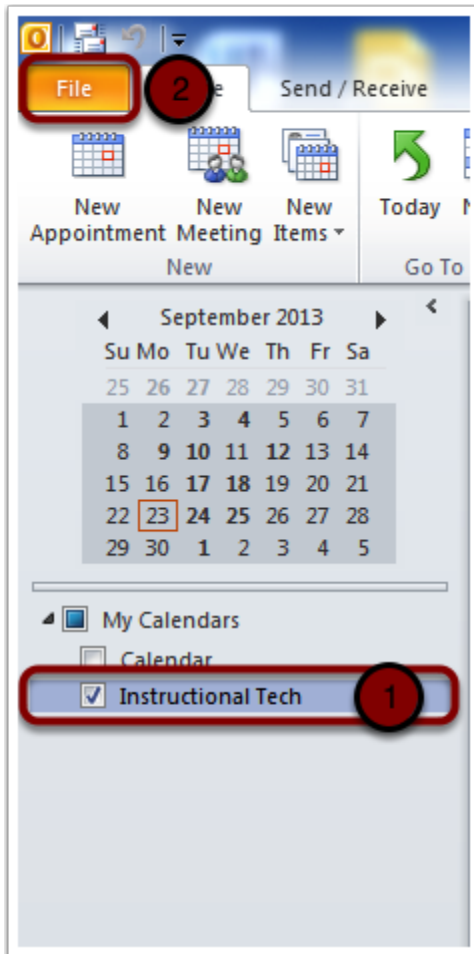


Open Outlook and click "Calendar" at the bottom left sidebar

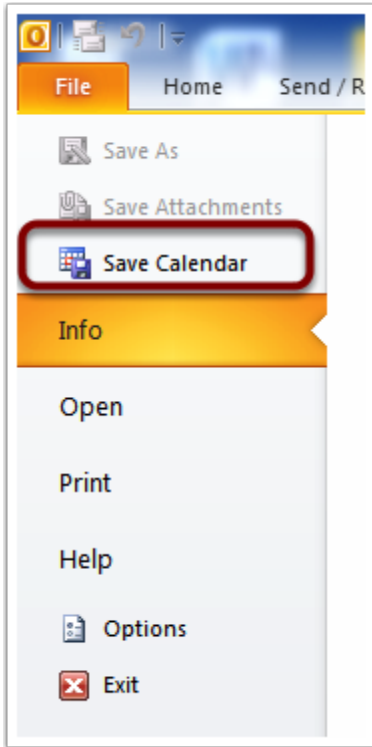


Importing an Outlook Calendar into Gmail

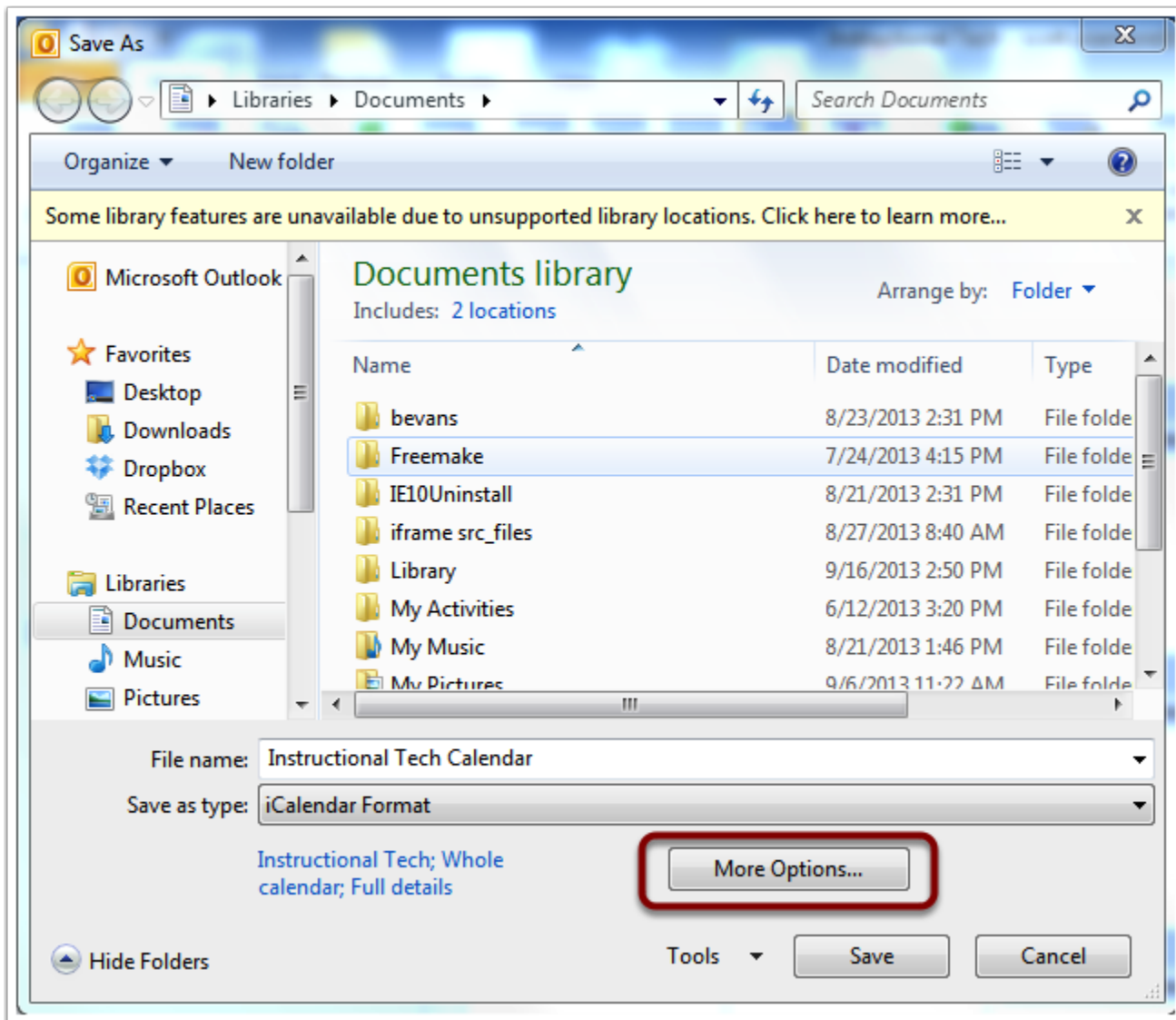
Select the correct calendar and click "File"



Select "Save Calendar"

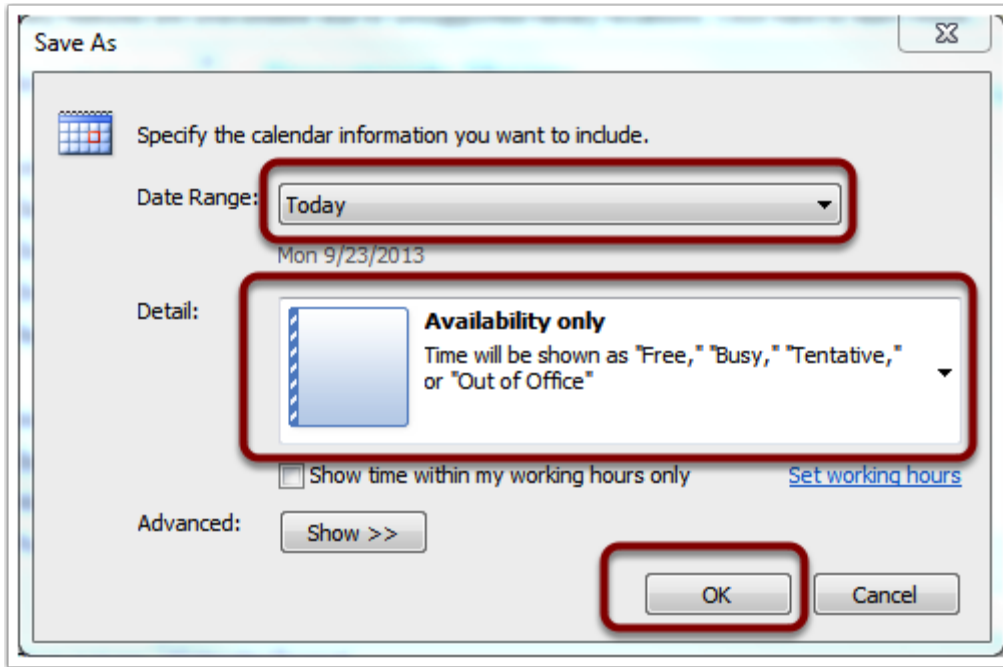


Select "More Options"



Select the "Date Range" and "Detail" by clicking on the associated

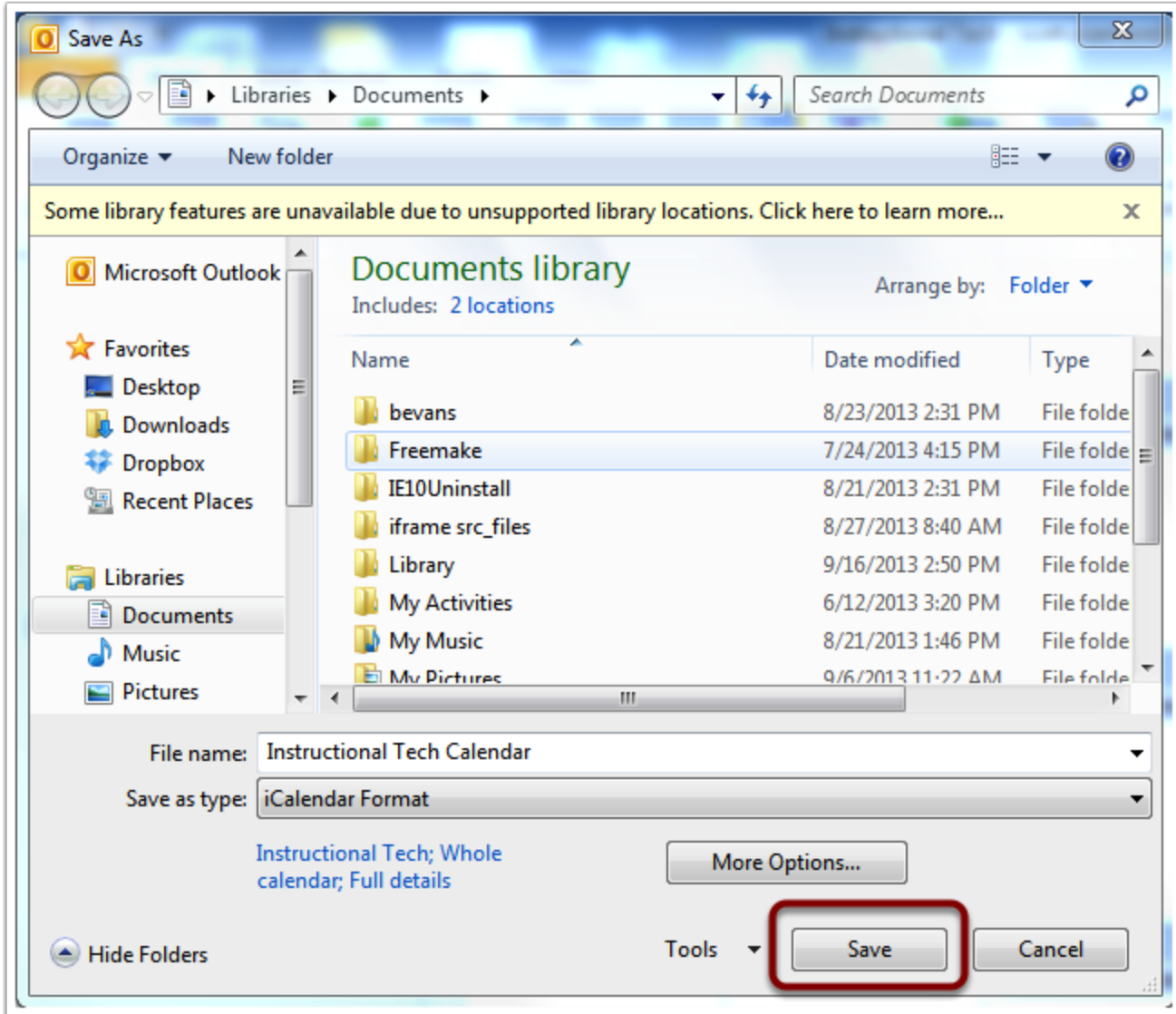
If you want you entire calendar with all available information, select "Whole Calendar" and "Full Details"



Importing an Outlook Calendar into Gmail

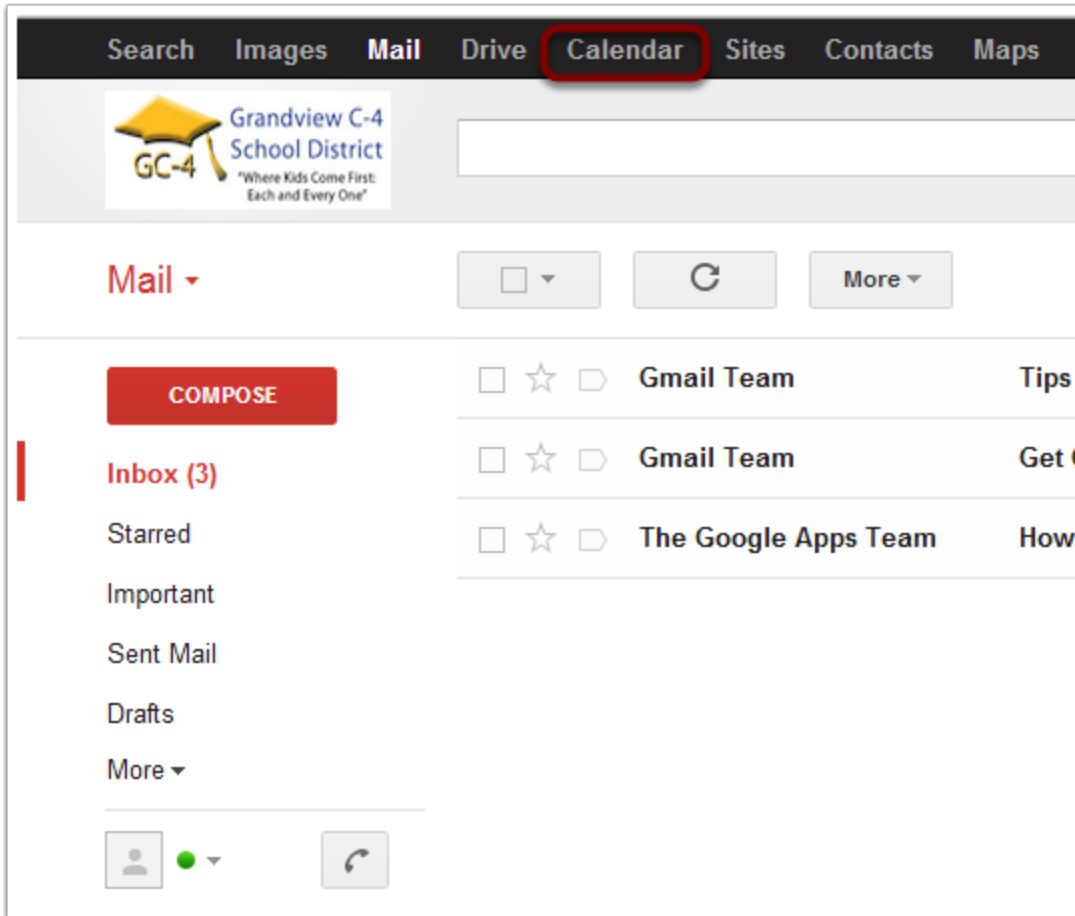
Save the document

Be sure to remember the name and location of the document



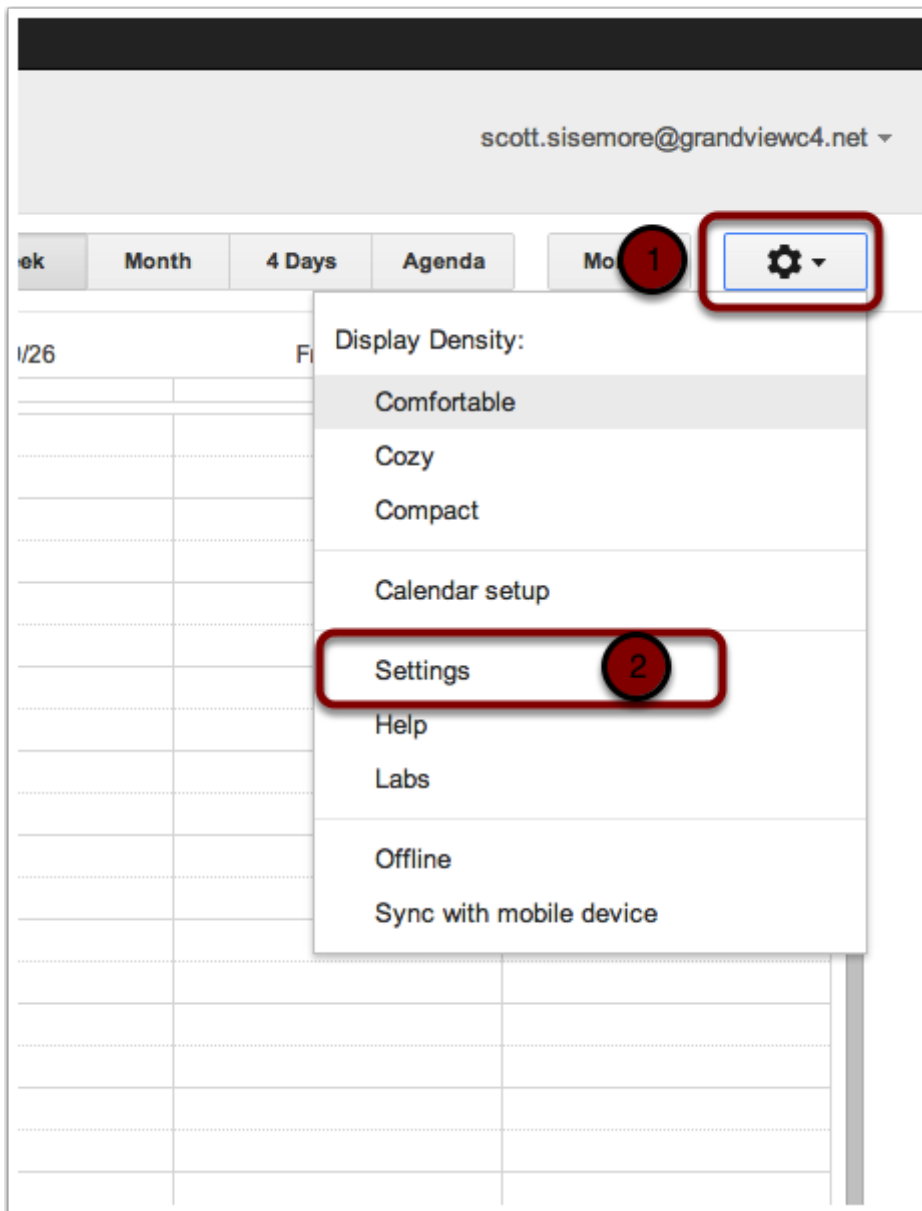
Importing an Outlook Calendar into Gmail

Open Gmail and select "Calendar"




Importing an Outlook Calendar into Gmail

Click on the settings icon and select "Settings"



Select "Calendars"

Search Images Mail Drive Calendar

 Grandview C-4 School District
"Where Kids Come First: Each and Every One"

Search Calendar

Calendar Settings

General **Calendars** Mobile Setup Labs

[« Back to calendar](#)

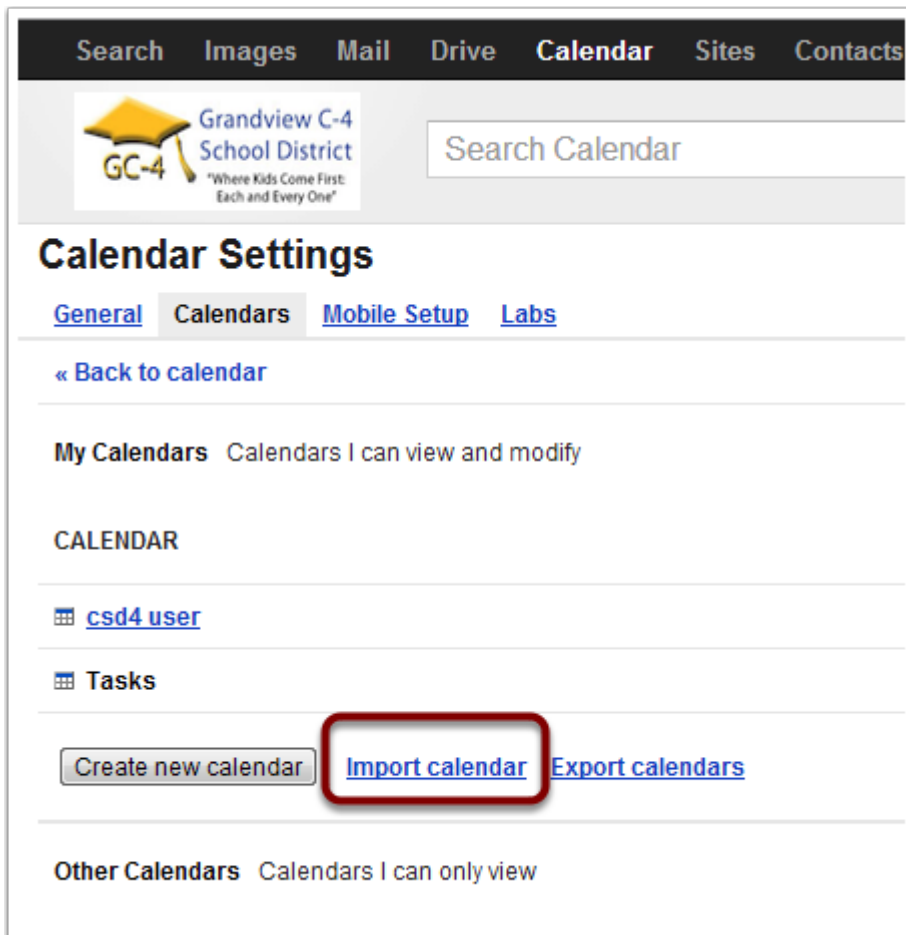
Language:

Country:

Your current time zone: [?](#)

Date format:

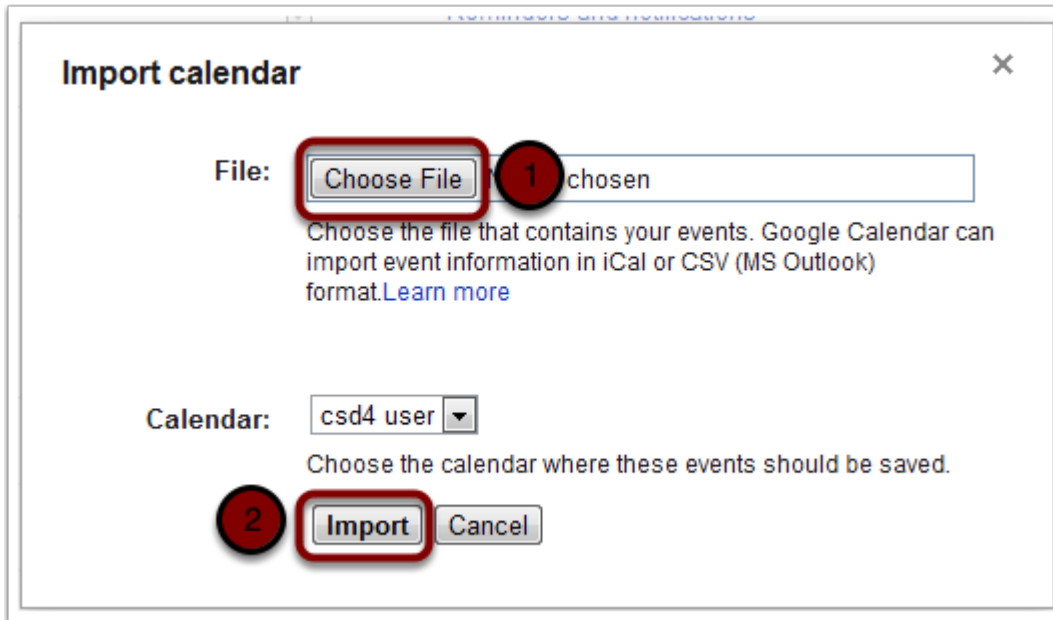
Select "Import Calendar"



The screenshot shows the Gmail interface with the 'Calendar' tab selected in the top navigation bar. Below the navigation bar is the Grandview C-4 School District logo and a search bar labeled 'Search Calendar'. The main heading is 'Calendar Settings', with sub-tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. A link '« Back to calendar' is visible. Under 'My Calendars', there is a section for 'CALENDAR' with a calendar icon and the text 'csd4 user'. Below this is a 'Tasks' section with a calendar icon. At the bottom of this section are three buttons: 'Create new calendar', 'Import calendar' (highlighted with a red box), and 'Export calendars'. Below this is a section for 'Other Calendars' with the text 'Calendars I can only view'.

Importing an Outlook Calendar into Gmail

Select "Choose File" and find your saved iCalendar file. Select "Import"



Your calendar events are now imported

