

## Exporting your Calendar from Outlook and Importing your Calendar into Gapps

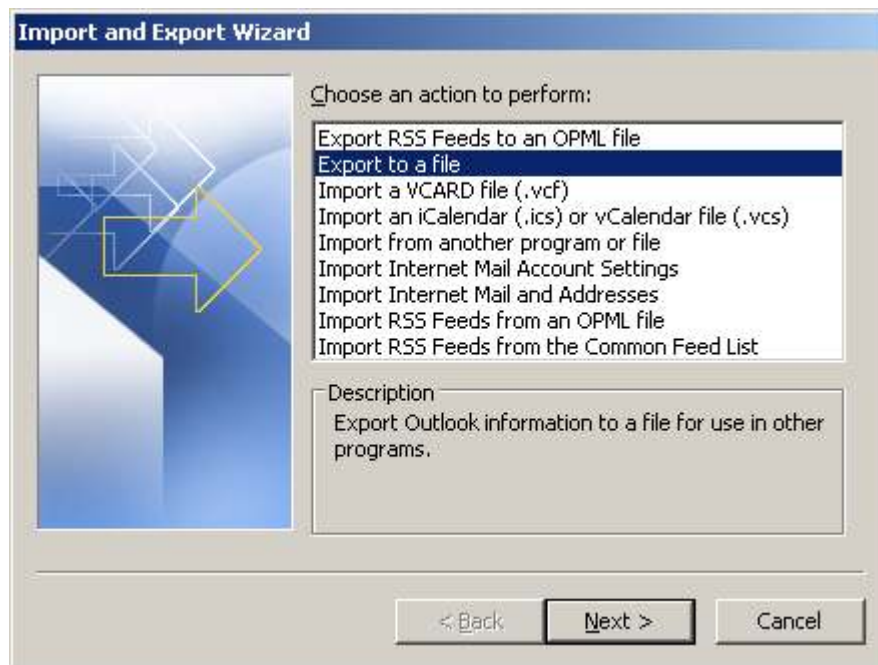
To transfer your Outlook 2007 calendar into Gapps, you need to do three things:

1. Export your Outlook Calendar as a CSV file
2. Create a new calendar in Gmail
3. Import your Outlook Calendar CSV file into your Gmail calendar.

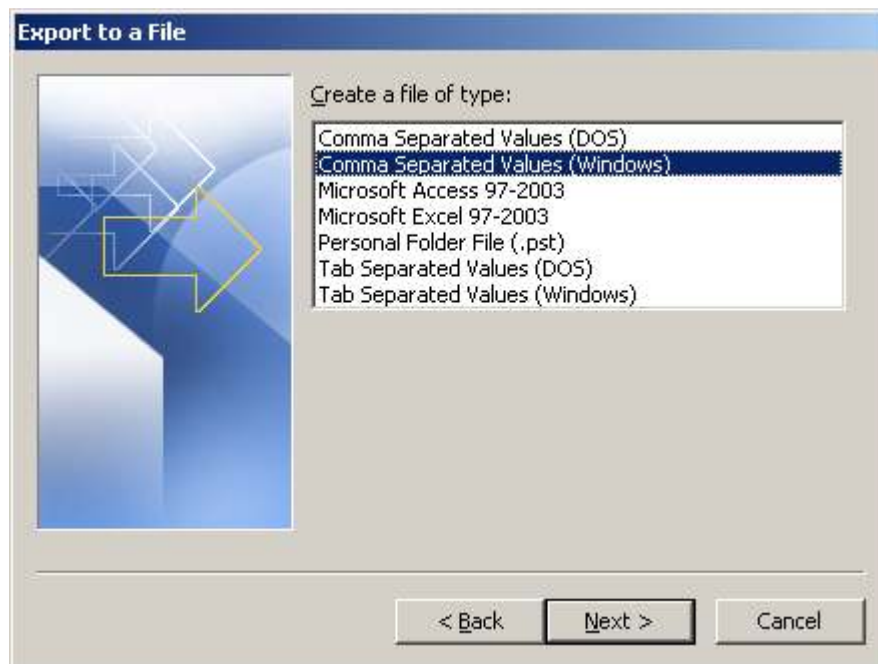
In order to transfer your calendar from Outlook 2007 into Gapps, you need to export it as a CSV (Comma separated values) file. Gmail can use the CSV file to import your calendar appointments into your new Gmail calendar.

### 1. Export your Outlook 2007 calendar.

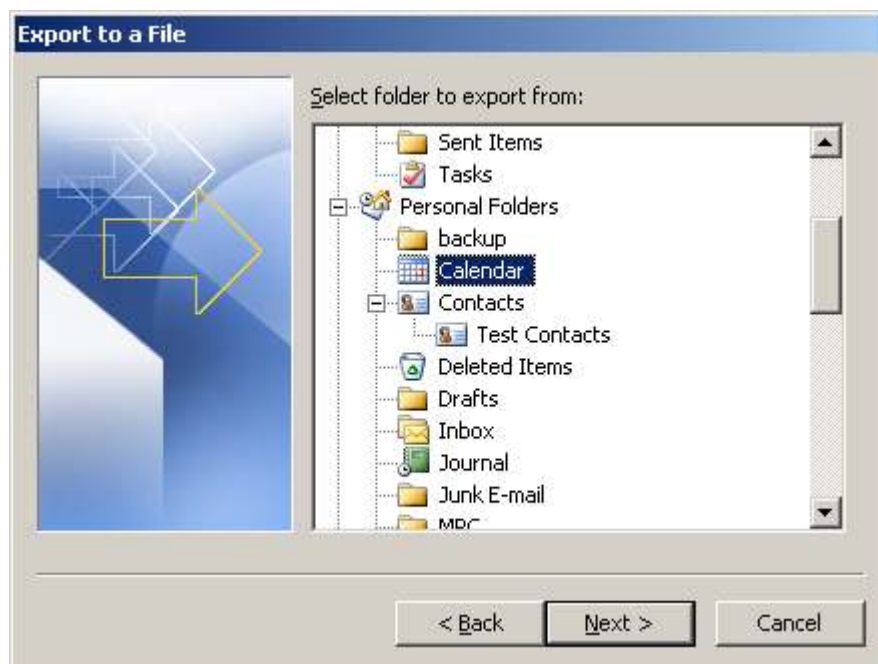
- Open Outlook 2007 and click on **File**
- Click on **Import and Export...**
- Select **Export to a file** and Click **Next**



Select **Comma Separated Values (Windows)** and click **Next**.



Select the Calendar you want to import and click **Next**.

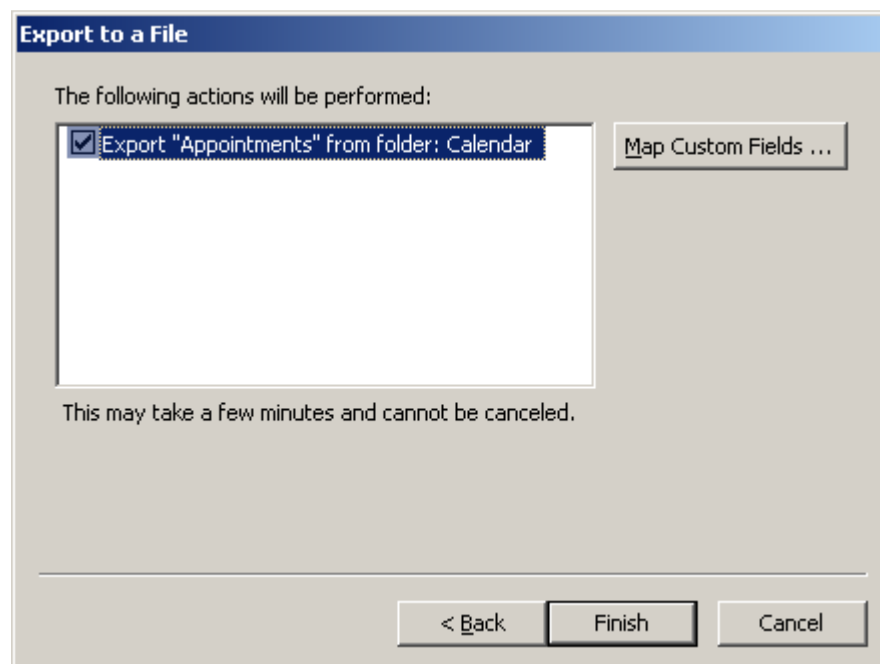


Save the calendar in a folder that you choose and give it a unique name.



Click **Next** and check that Outlook is exporting the correct folder. Use the back button if you need to make any corrections.

Then click **Finish**.

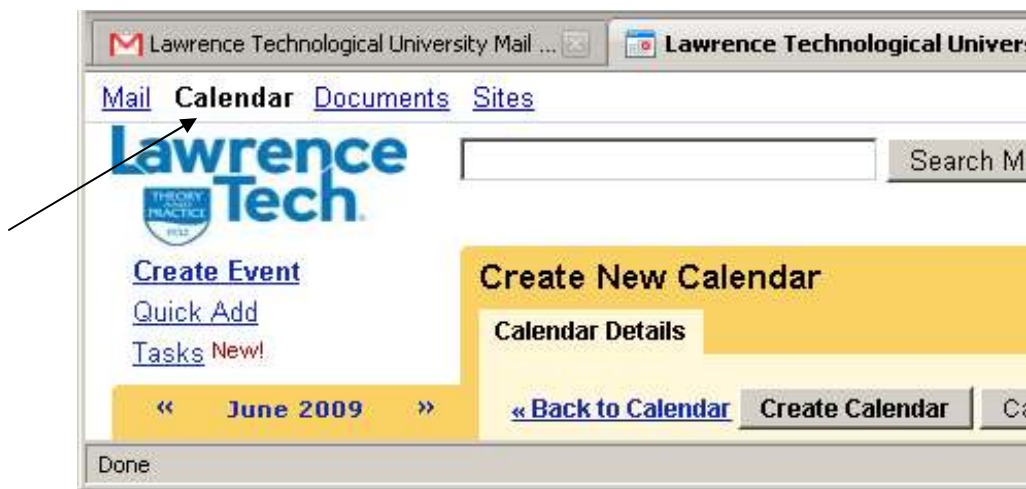


You have now saved your Outlook 2007 calendar as a CSV file in the folder that you specified. You will need to know the location of your CSV calendar file in order to import it into Gmail.

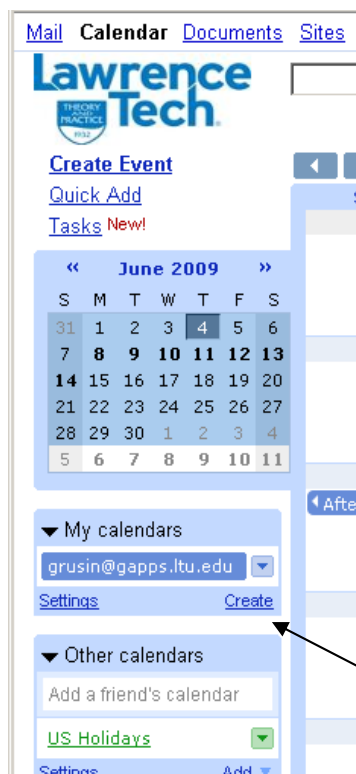
## 2. Create a new Gmail calendar.

Before you import your Outlook Calendar, create a calendar in Gmail. You can create as many calendars as you like. When you import your Outlook calendar, you'll be asked which Gmail calendar to import your appointments to.

Click on the Calendar link at the top left of the mail window.



On the calendar page, click 'Create' in the 'My Calendars' window.



In the Create New Calendar window, enter:

**Calendar Name:** What you want to call your calendar

**Description:** Any description that helps you remember what this calendar is for

**Location:** If your calendar is public, you'll want to enter a location to help your users identify the location of your events.

**Calendar Time Zone:** Check to see if you're using the correct time zone.

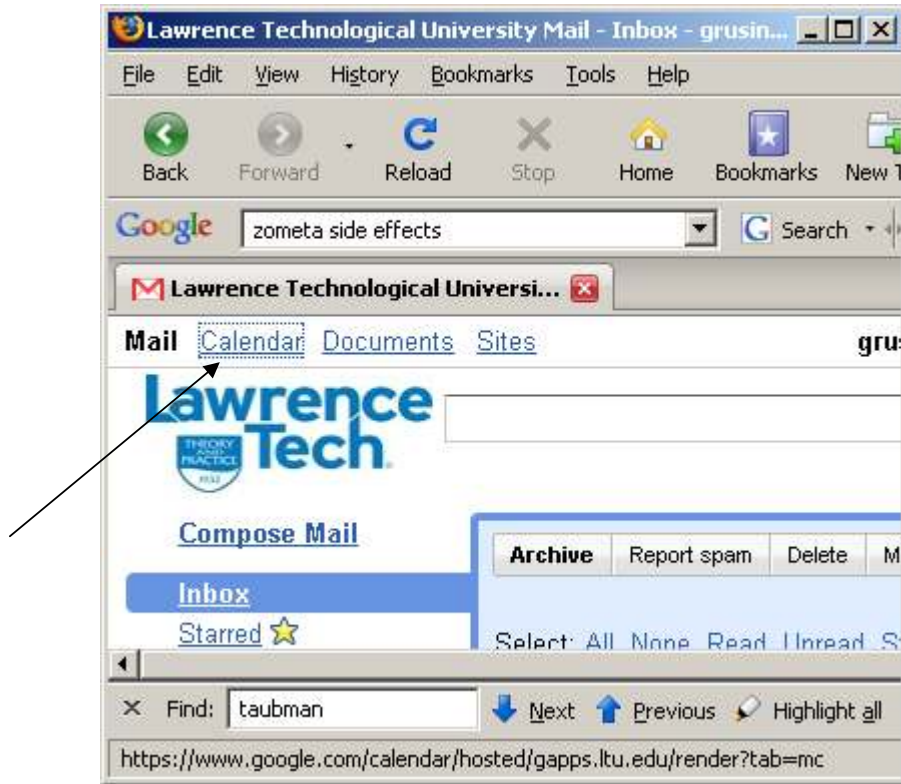
**Share this calendar with others:** You can choose to make your calendar completely open to the public, restrict it to Lawrence Tech users only, or permit it to only those users you choose. To allow only people you choose to see this calendar, check the box 'Share this calendar with others' but don't check either the 'Make this calendar public' or 'Share this calendar with everyone in the domain: Lawrence Technological University.' Do enter the email addresses of those people you want to share your calendar with under 'Share with specific people.' You can always add or remove users from this group later.

The screenshot shows the 'Create New Calendar' interface. On the left, there's a sidebar with 'My calendars' and 'Other calendars'. The main area is titled 'Create New Calendar' and has a yellow background. It includes a 'Calendar Details' section with fields for 'Calendar Name', 'Domain', 'Description', and 'Location'. Below that is the 'Calendar Time Zone' section with a 'Country' dropdown and a 'Now select a time zone' dropdown. The 'Share this calendar with others' section has checkboxes for 'Make this calendar public' and 'Share this calendar with everyone in the domain Lawrence Technological University'. Below this is a 'Share with specific people' section with a table for adding users. At the bottom, there are buttons for 'Back to Calendar', 'Create Calendar', and 'Cancel'. An arrow points to the 'Create Calendar' button.

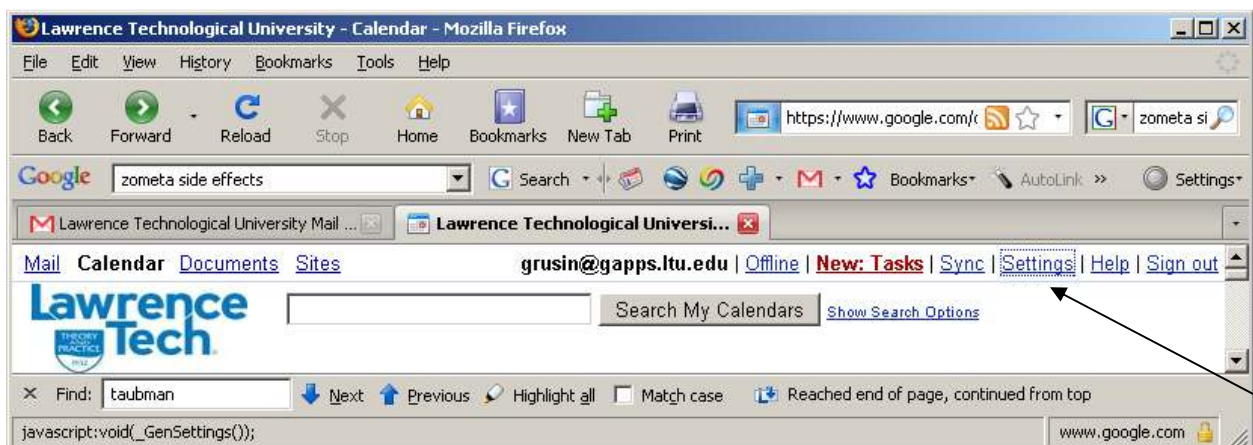
When you have finished, click the 'Create Calendar' button at the bottom of the page.

### 3. Import Calendars in Google

To import the calendar to Google, go to your calendar page .



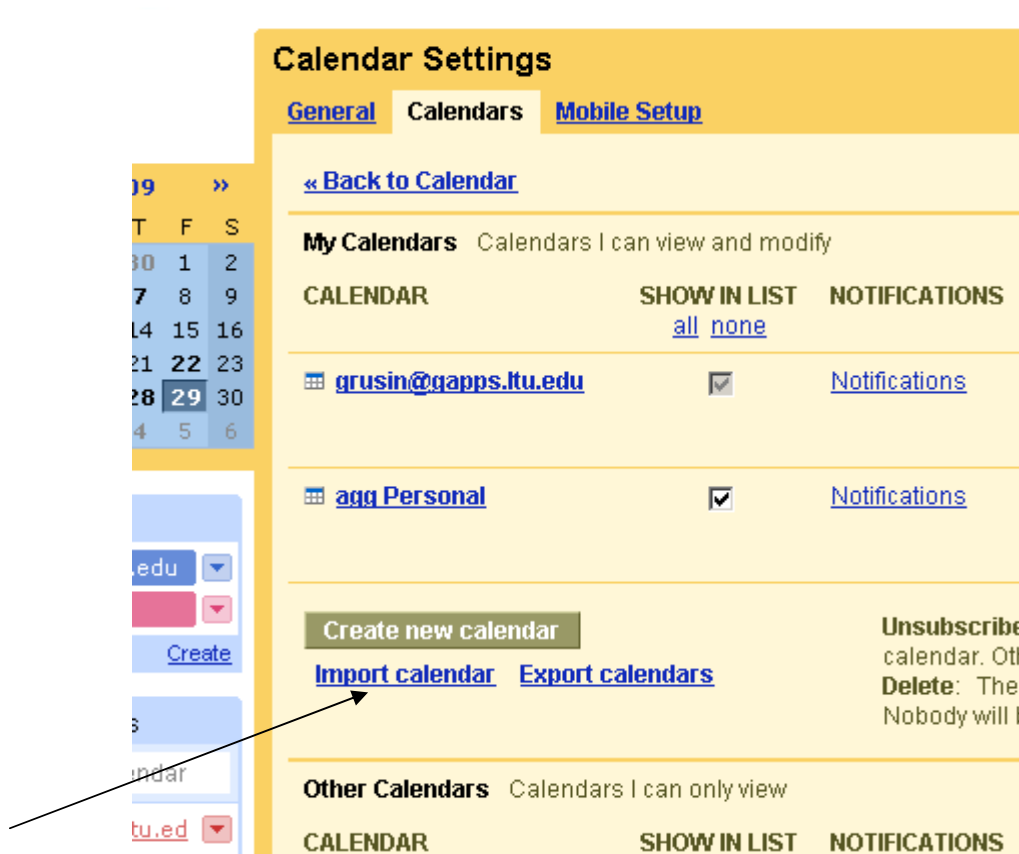
Click on **Settings** in your Calendar.



Click on the **Calendars** tab.



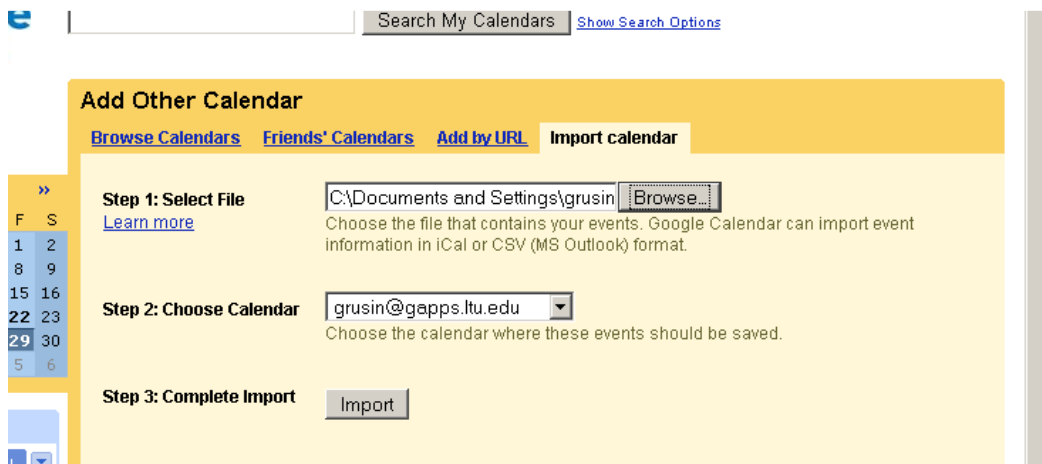
In the middle of the Calendars window, by the Create New Calendar button, click on **Import Calendar**.



In Step 1, browse for the CSV file you created and select it.

In Step 2, select the calendar you want to add your Outlook calendar appointments into. You can add it to any of your existing Gmail calendars.

Step 3, Click **Import**



Gmail will return a screen indicating how many events were successfully imported.

