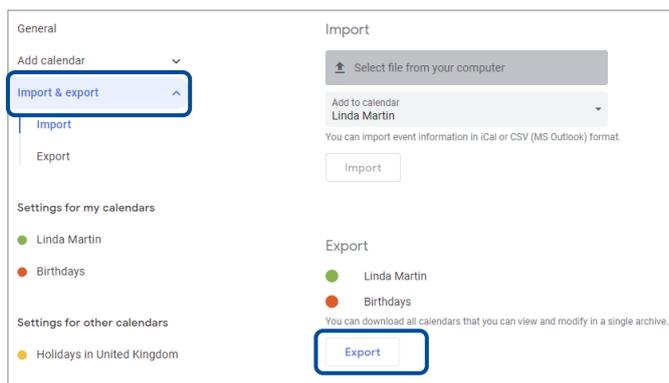
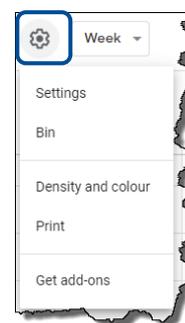
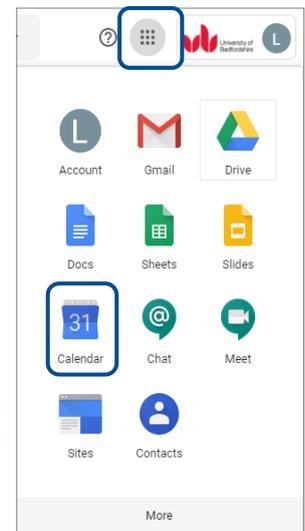


Move your Gmail Calendar across to Outlook

Your Gmail calendar can be imported into your new university Outlook account. To access your old Gmail account, go to **mail.study.beds.ac.uk**, then log in using your usual username and password.

Download your Gmail Calendar

1. Click **Google apps** (located top right of the Gmail window) and click **Calendar**.
2. Click the **Settings menu**  icon, then click **Settings**. Options are displayed to the left of the Gmail Calendar window.
3. Click **Import & export** (located under **Add calendar**). Then click **Export** as shown below.



4. Your Gmail calendar is downloaded to your **Downloads** folder as a zip file. You now need to locate and extract this file.

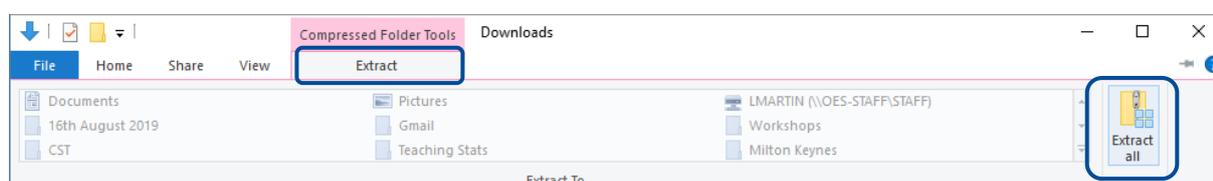
Extract your zipped calendar file

5. Click the **File Explorer** icon located at the bottom of your screen, then locate and open your **Downloads** folder.



Note: File Explorer is also available when you right click the **Start** button.

6. Select the zipped file, example:  **joe.bloggs@study.beds.ac.uk.ical** Click **Extract**, then click **Extract All**. The **Select a Destination and Extract Files** box will be displayed, click **Extract**.



Instructions continue on the next page

Move your Gmail Calendar across to Outlook

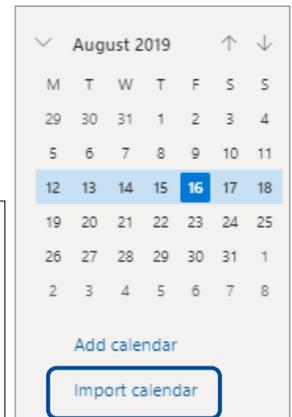
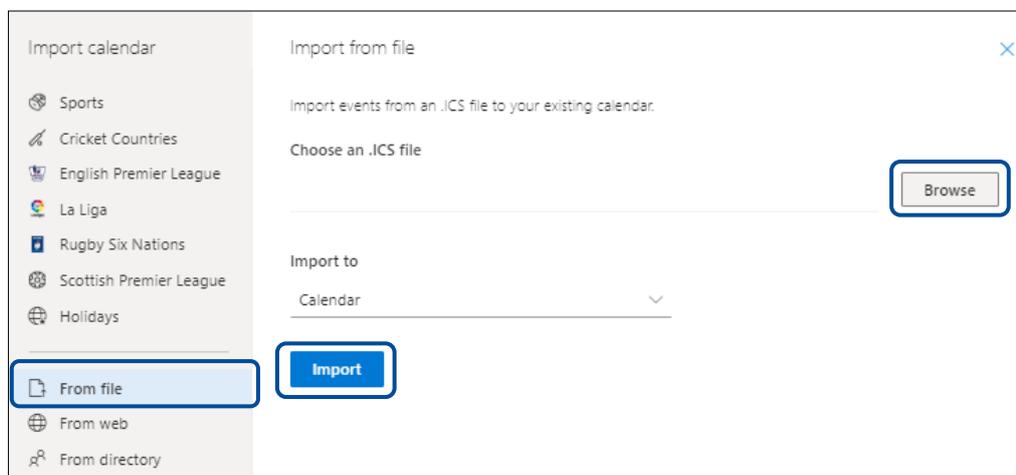
Import your Gmail calendar into Outlook

7. Log into your new university Outlook email. To access Outlook, go to **outlook.beds.ac.uk**, then log in using your usual username and password.

8. Click the **Calendar** icon (located bottom left of Outlook window).



9. Click **Import calendar**. The **Import calendar** box is displayed.



10. Click **From file**. You now need to locate the extracted calendar file/s downloaded from Gmail. Click **Browse** and navigate to your **Downloads** folder.

Either one or two files will be displayed.

Example

Addressbook#contacts@group.v.calendar.google.com
joe.bloggs@study.beds.ac.uk

The addressbook file transfers information you hold about your Gmail contacts (birthdays). It does not transfer your contacts. To move your Gmail contacts across to Outlook, please refer to the following guide:

Export your Gmail Contacts to Outlook

11. Double click the calendar file, example: **joe.bloggs@study.beds.ac.uk.ics**, then click **Import**. When the Gmail calendar has been imported, close the **Import calendar** box.

Your Outlook calendar will be updated with the contents of your old student Gmail calendar.