




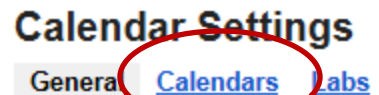
Moving a Google Calendar from One Google Account to Another Google Account

If you have a Google Calendar setup that you would like to move to your mansfieldschools.com domain account, please follow the steps below.

Step 1: Log into your calendar account that you want to take events **from**

Step 2: In the top right corner of the screen, click the gear icon  then click **Settings**

Step 3: In the top left corner of the screen, click the Calendars link



Step 4: In the center of the screen, click the link to **Export Calendars**

[Create new calendar](#) [Import calendar](#) [Export calendars](#)

Step 5: At the bottom of the screen, you will be prompted to select an action for the file. Click the Arrow on the Save Button and choose Save As. Save the file to a location on your PC where you will be able to find it easily for step 9 below

Do you want to open or save lori.letendre@gmail.com.ical.zip (79.1 KB) from calendar.google.com?

Open  Cancel

Step 6: Navigate to the location where you saved the exported calendar. Double Click the file and follow the prompts to unzip the file.

Step 7: Log out of the Google account you took the calendar **from** and log into the Google account you want to bring the calendar **to**.

Step 8: Repeat steps 2 and 3 above

Step 9: This time, you want to click on the **Import Calendar** link in the center of the screen

[Create new calendar](#) [Import calendar](#) [Export calendars](#)

Step 10: Navigate to the location where you unzipped your exported calendar file and choose the calendar file with the .ical extension and choose Import.

Step 11: You will be notified if the import was successful. After importing the file, check your calendar to verify that it now shows your calendar events.