Importing Data in to Google Calendar

If you have not yet exported data from your previous account, please visit [www.wmich.edu/google/help-support/accountmigration](http://www.wmich.edu/google/help-support/accountmigration) and follow the steps beneath “Exporting Data”.

1. Log in to the Google Calendar web application

![Google Calendar web application](image1.png)

2. Click the arrow to the right of “My calendars” and choose “Settings”

![Google Calendar settings](image2.png)
3. Click “Import Calendar”.

Please note: when importing the calendar, you must choose an existing calendar in your account to import the data to. If you would not like to import the data in to an existing calendar, you may use this opportunity to create a new calendar. You may do this by clicking “Create new calendar” prior to importing.

4. Click “Choose File”
5. Browse to the Calendar folder within the Google Takeout data folder exported from your previous account. Select the calendar you wish to import and click “Open”.

6. Select the existing calendar you would like to import the calendar into and select “Import”.