GOOGLE CALENDAR

Importing Google Calendar to a personal Google account:

- Go to takeout.google.com
- Click **Deselect all**
- Scroll down and check **Calendar**
- Click **Next Step**
- Under **Transfer to:,** choose **Send download link via email**
- Choose **file type ZIP)** and size **(2GB or larger)**
- Click **Create export**
- When it is ready, you will receive an email from Google with a download link
- When you receive the email notification from Google Takeout, click **Download your files**
- Find the downloaded .ZIP file on your computer and extract the file
- Google Calendar files are in the **.ICS** format. You can import this file into other personal Google accounts or any other calendar program that supports this file format

Below are instructions on importing to a personal Google account:

- Log in to your personal Gmail account
- Open Google Calendar
- Click the gear icon in the top right and select **Settings**
- In the left-hand menu, select **Import & export**
- Under the "Import" section, click **Select file** from your computer
- Select the **.ICS** file you downloaded from your @westliberty.edu account
- Under **Add to calendar**, choose which calendar in your new account to import the events into and click **import**