

# Google Calendar

## Importing my Calendar using a csv file

You need to start by having a csv file with your calendar events. If you were migrated from Office-Logic Interchange and requested your Webscheduler to be moved, the Information Technology department would have sent you a csv file as an attachment. Save that file in a location known to you, then follow the steps below to import those calendar items into Google calendar.

To import events from iCalendar or CSV files, just follow these steps:

1. Click the **Add** down-arrow button at the bottom of the calendar list on the left side of the page, and select **Import Calendar**.
2. Click **Browse** and choose the file that contains your events, then click **Open**.
3. Select the Google Calendar where you'd like to import events, then click **Import**.

Please note that recurring events may not be recognized when importing events from CSV files. In this case, individual items will be created for recurring events that fall between the dates you've selected.

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