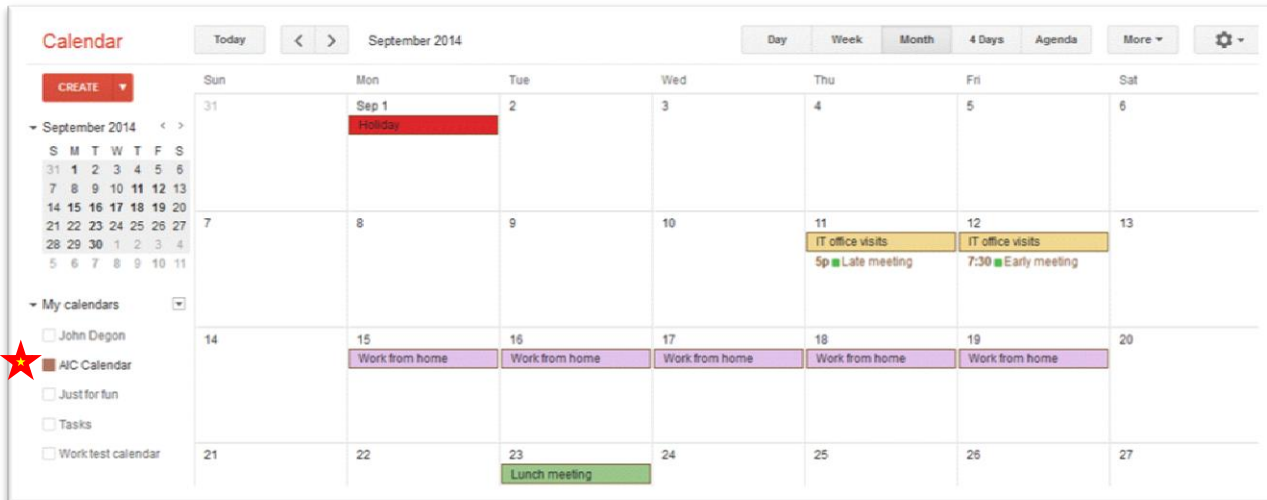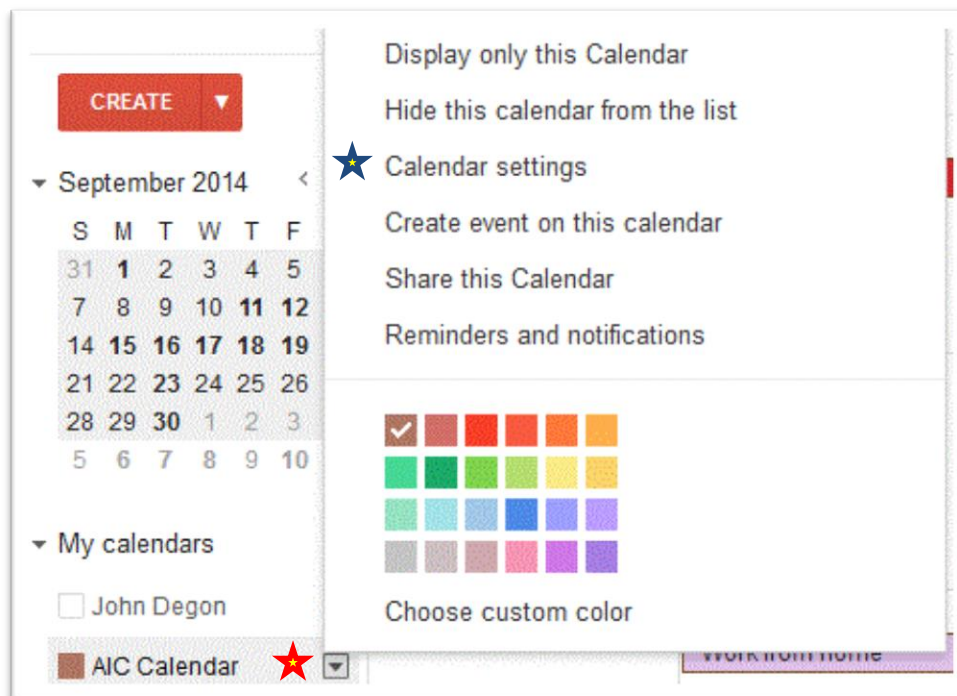# Exporting Google calendars to Outlook

1. In your **Google calendar** list on the left side of the page, highlight the calendar ⭐ to export.



2. Click the drop-down arrow ⭐ next to the calendar name and select **Calendar settings**. ⭐

3. In the **Private Address** ⭐ section at the bottom of the page, click the **ICAL** button. ⭐

**Calendar Address:**
Learn more
Change sharing settings

XML ICAL HTML (Calendar ID:
This is the address for your calendar

**Private Address:**
Learn more

XML ICAL Reset Private URLs
This is the private address for this ca

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4. Click the displayed URL. ⭐

**Private Address** ✕

Please use the following address to access your calendar from other applications. You can copy and paste this into any calendar product that supports the iCal format.

https://www.google.com/calendar/ical/g6eu1o9o5mb6tgvgvkk8art3js%40group.calendar.google.com/private-ec211756b441128b7ecd7c5e297caa4f/basic.ics

OK

---

5. To save file, hit **OK.** ⭐

Opening basic.ics

You have chosen to open:

📅 **basic.ics**

which is: iCalendar File (1.2 KB)
from: https://www.google.com

What should Firefox do with this file?

○ Open with   Microsoft Outlook (default)   ▼
● Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

6. From your **Start** menu ⭐, go to **Documents** ⭐ and open **Downloads**. ⭐ Double click on the **iCalendar file**. ⭐ The calendar will open in **Outlook**.