

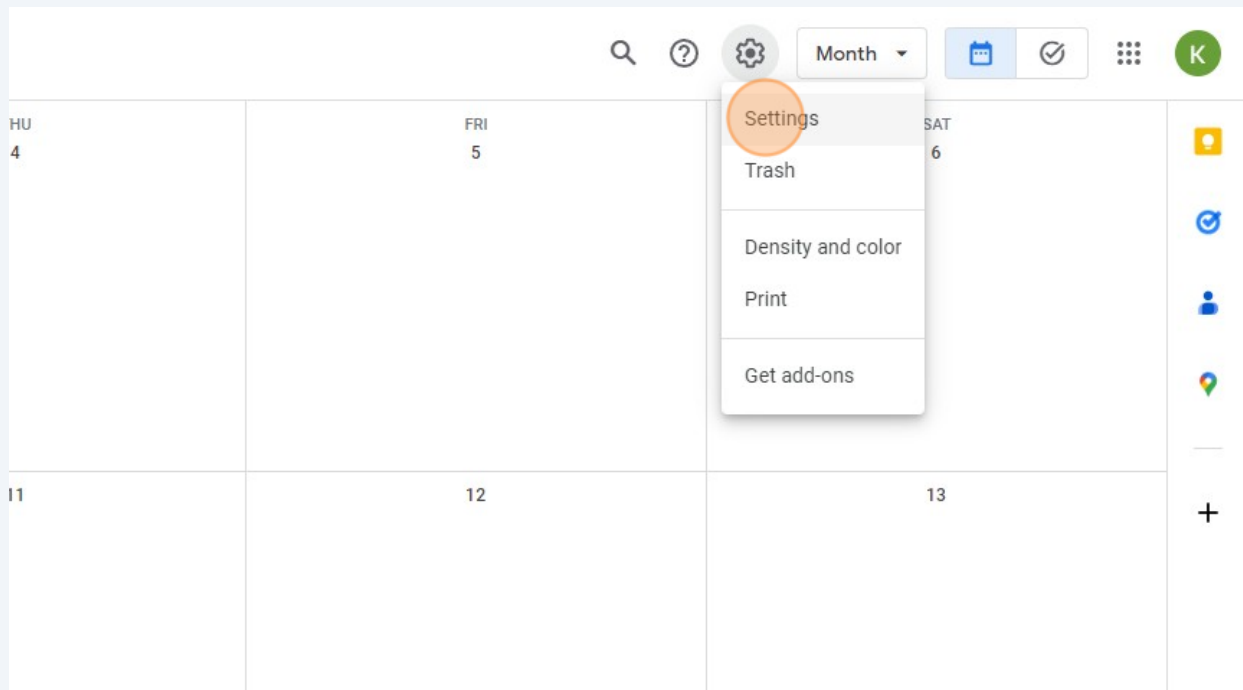
Merge Separate Google Calendars into a Single Google Calendar

1

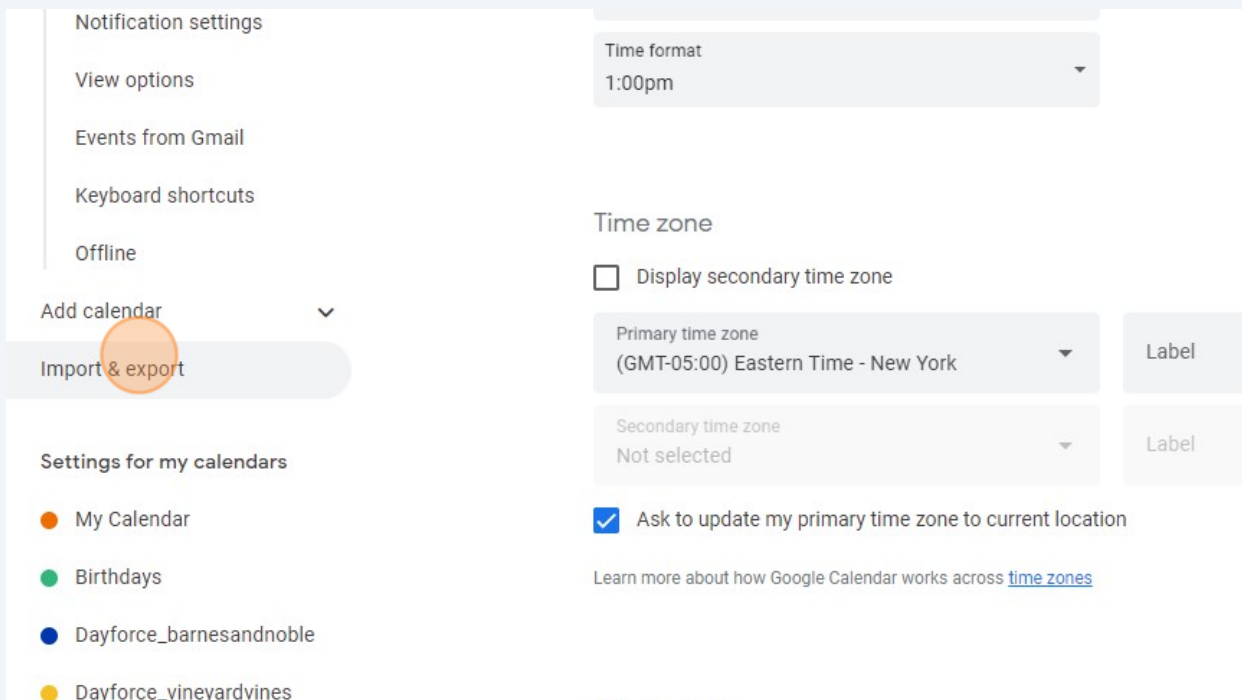
Navigate to <https://calendar.google.com/calendar> and make sure you're signed in under the account that has the calendars you would like to merge.

2

Click on the gear icon, then click on Settings to open the Settings menu.

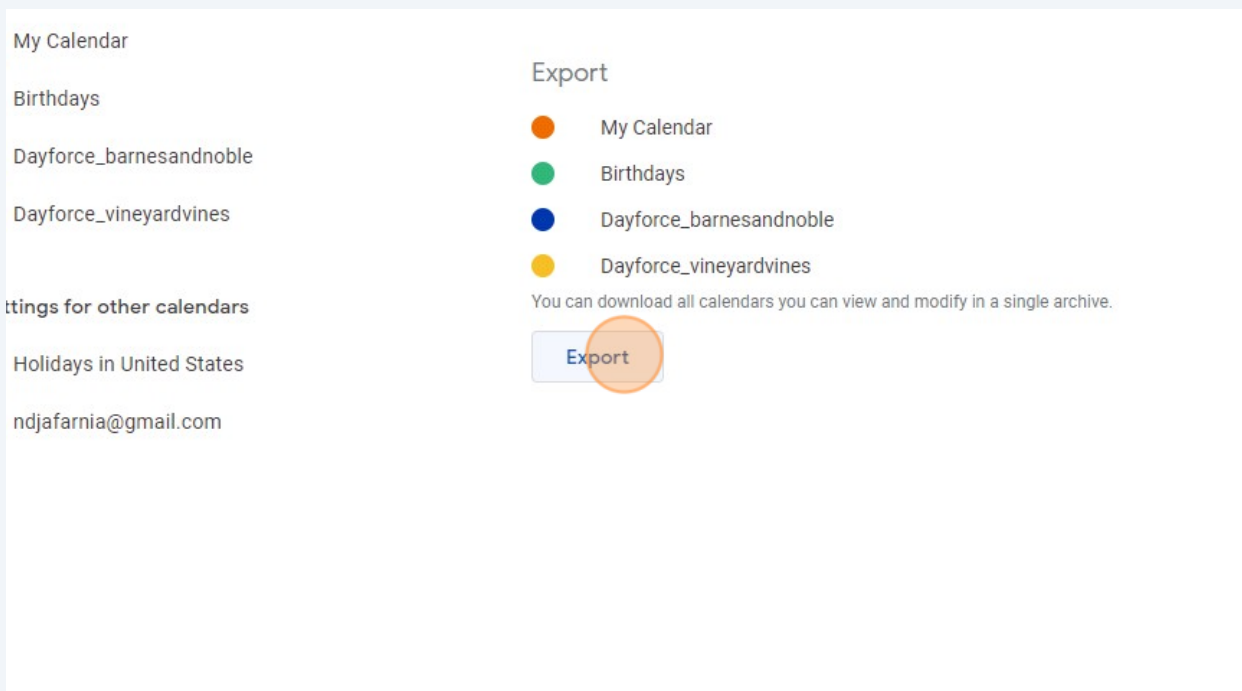


3 Click "Import & export" on the left hand side of the Settings menu page.



4 Click Export then choose an easy to remember place on your computer to download the zip file that will contain all of the calendars your Google account can view and modify. You'll be able to choose individual calendars to import/merge later on, so don't worry about extra calendars at this step.

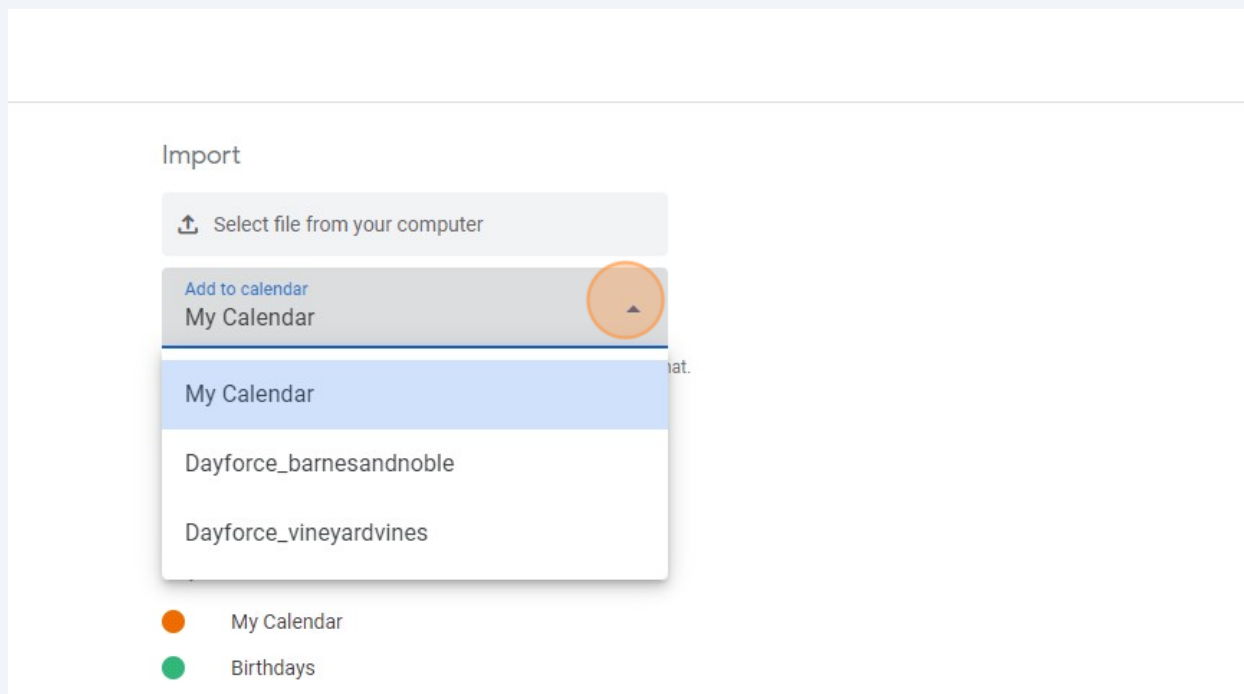
If you aren't given an option of where to save the zip file, it most likely defaulted to your Downloads folder.



5 Once the zip file has been downloaded, you'll need to open File Explorer, navigate to where the file was saved, then right click on it and choose Extract All. This will unpack all of the calendar files into a normal folder in the same place the zip file was originally saved, allowing you to select each calendar in your Google account separately in the next step.

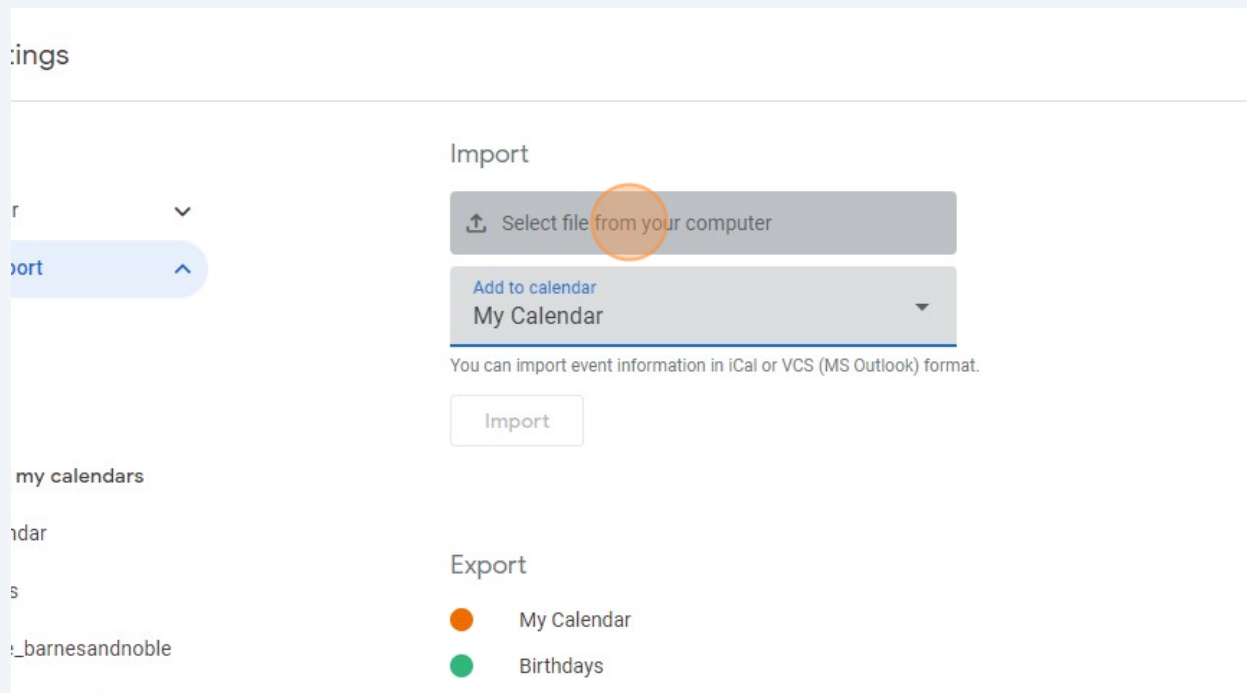
6 Head back to the Google Calendar browser window and select which calendar you would like to import/merge events into. This calendar will be your main Google Calendar going forward.

Tip: "My Calendar" is the default Google Calendar, so it is often the best choice for consolidating all events into one place.



7

Click "Select file from your computer" and navigate to the folder that you extracted onto your computer in step 5, then select the calendar that you would like to merge into the calendar you selected in step 6.



8

Once the first calendar that you want to merge is selected, click on the Import button to start the process. It can take a few minutes, but once it's completed a dialog box should pop up letting you know how many events were successfully imported.

9

If you have more calendars to combine, repeat steps 7 and 8 until all calendars have been imported into your desired main calendar.

10

All of your calendar events should now be in the main calendar that you merged them into, so after confirming that the import(s) completed successfully you can delete or hide the other calendars to simplify your Google Calendar display.