

Merge Google Calendars

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The attached guide details steps for exporting all Google Calendars from a user's account then importing selected ones to a single calendar (usually "My Calendar") to simplify event management and clean up any extra/duplicate calendars created from processes such as Outlook migration.

This guide was created using the free version of the Scribe Google Chrome extension (<https://scribehow.com/>).

Attachments

- [MergeGoogleCalendars.pdf \(537.18 KB\)](#)