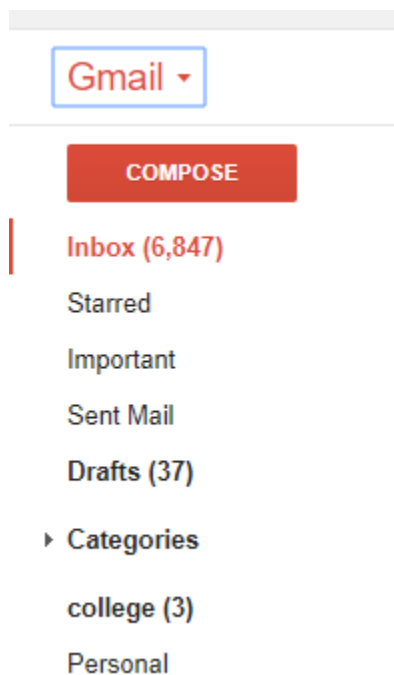# EXPORTING CONTACTS AND CALENDAR FROM GMAIL WEB PORTAL

EXPORTING CONTACTS

1. Go to gmail.com and login with your appropriate credentials
2. You will be redirected to Gmail inbox page
3. Above the left navigation pane, you will see an option named **Gmail**

4. Click on the Gmail drop down and select contacts.
5. You will be redirected to Contacts page.
6. On the left navigation pane, expand the drop down **More.**
7. Now you will see an option named **Export.**

8. Choose the contact group you want to export.
9. Choose the export format **Outlook CSV (for importing into Outlook or another application)**.
10. Choose **Export.**
11. When prompted, choose **Save As,** and browse to a location to save the file.

EXPORTING CALENDAR

1. Go to gmail.com and login with your appropriate credentials
2. You will be redirected to Gmail inbox page
3. On the top right corner select the **Google Apps icon**
4. Then select **Google Calendar** from available apps
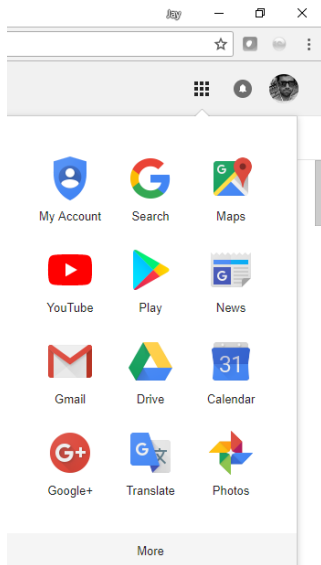
5. Choose **My Calendars** > **Settings**
6. Choose **Export calendars**.
7. Select a location to save the extracted file.
8. Go to that location and unzip the file: right-click the file and choose **Extract All**.
9. You have successfully exported your calendar.