

How to Import a Calendar to Microsoft Outlook (IIUM Staff/Student Email)

You can import calendar events into **Outlook** (for IIUM email accounts) from **ICS files, Google Calendar, or other email providers**. Follow these steps:

Method 1: Import an ICS File (e.g., from Google Calendar)

Step 1: Export Calendar as ICS File

1. From Google Calendar:

- Go to Google Calendar.
- Click ⚙ **Settings** → **Export calendars**.
- A `.zip` file containing `.ics` files will download.

2. From Other Calendars:

- Look for an "**Export**" or "**Download as ICS**" option.

Step 2: Import into Outlook

1. Open **Outlook** (Desktop App or Web).
2. Go to **Calendar** view.
3. Click **Open Calendar** → **From File**.
4. Select the **.ics file** you downloaded.
5. Choose the calendar to import into (e.g., your **IIUM Outlook Calendar**).
6. Click **Import**.

🟢 **Done!** Events should now appear in your Outlook calendar.

Method 2: Sync Google Calendar with Outlook (Auto-Update)

Step 1: Get Google Calendar's Private iCal Link

1. Go to Google Calendar.
2. Click ⚙ **Settings** → **Settings**.
3. Under "**Settings for my calendars**", select the calendar you want to sync.
4. Scroll to "**Integrate calendar**" → Copy the "**Secret address in iCal format**" link.

Step 2: Add Google Calendar to Outlook

1. Open **Outlook** (Desktop or Web).
2. Go to **Calendar** → Right-click "**Other Calendars**" → **Add Calendar** → **From Internet**.
3. Paste the **iCal link** from Google.
4. Click **OK**.

🔄 **Synced!** Google Calendar events will now **auto-update** in Outlook.

Method 3: Import from Another Outlook Account (e.g., Personal Email)

1. Open **Outlook** (Desktop App).
2. Go to **File** → **Open & Export** → **Import/Export**.
3. Select "**Import from another program or file**" → **Next**.
4. Choose "**Outlook Data File (.pst)**" → **Next**.
5. Browse and select the **PST/ICS file** → **Next**.
6. Select **Calendar** → **Finish**.

✅ **Done!** The imported events will appear in your IIUM Outlook Calendar.

Troubleshooting

❏ "Import Failed" Error?

- Ensure the file is in **.ics/.pst format**.
- Try **Outlook Web (OWA)** if the desktop app fails.

❏ Events Not Showing?

- Check **filters/views** in Outlook.
- Restart Outlook or re-import.

Revision #1

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Updated Fri, Sep 11, 2026 11:20 AM by MOHD FARISALHARISI BIN MOHD YAZIZ