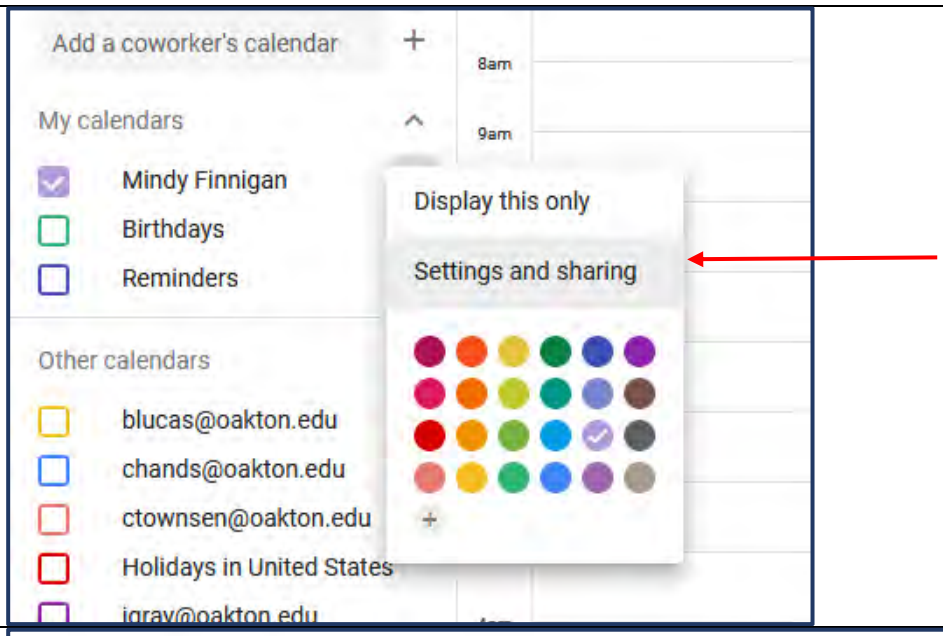
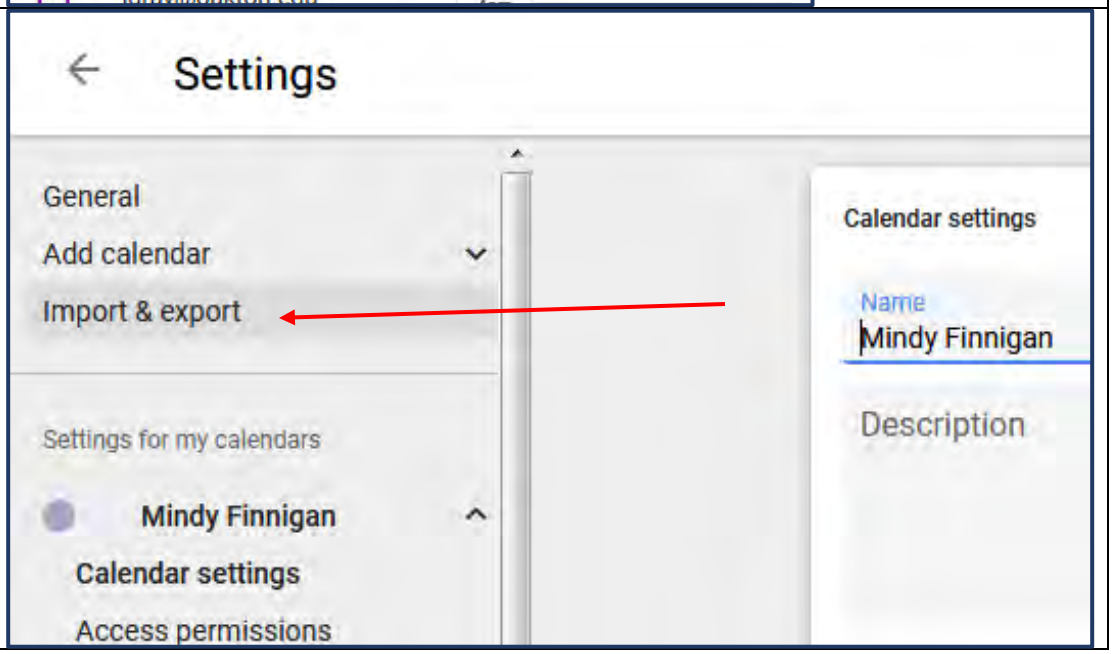
GSuite: Exporting and Importing Calendars

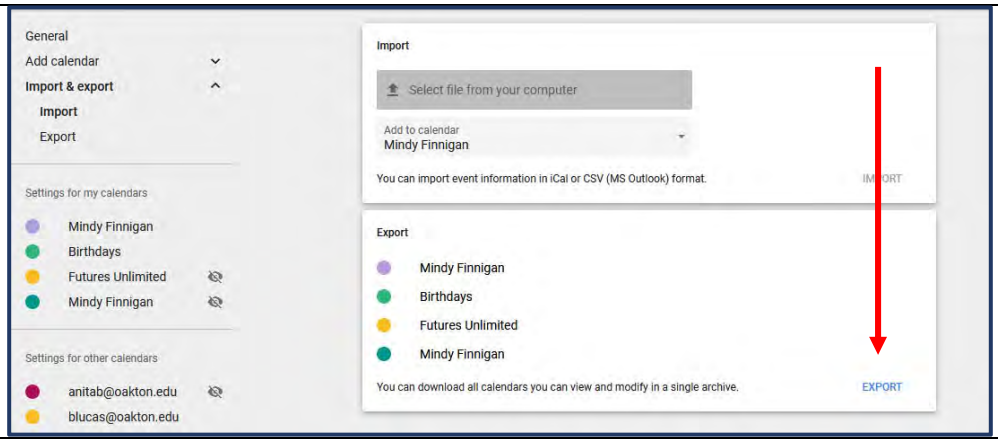
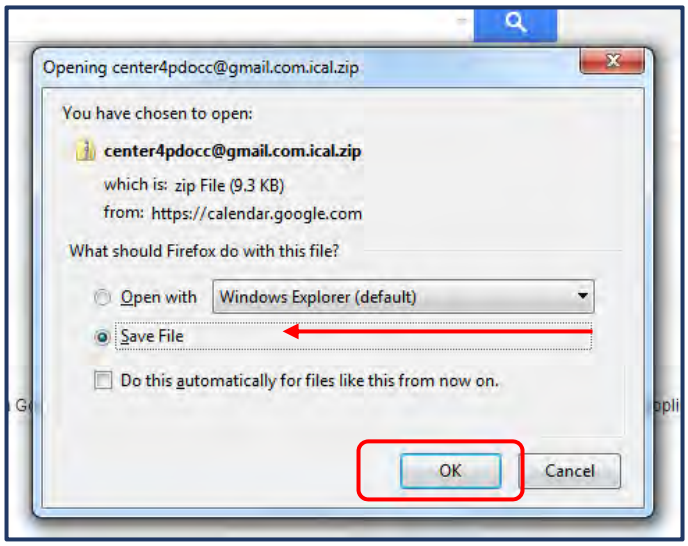
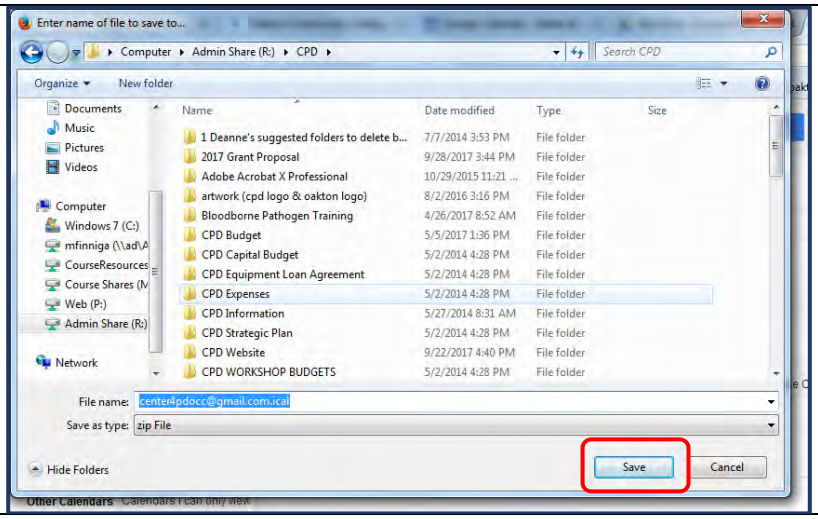
EXPORTING AN EXISTING CALENDAR FROM GOOGLE

1. Login to your Calendar via my.oakton.edu.
2. Navigate to My Calendars. To the right of your calendar, click the three dots, then click on **Settings and Sharing**

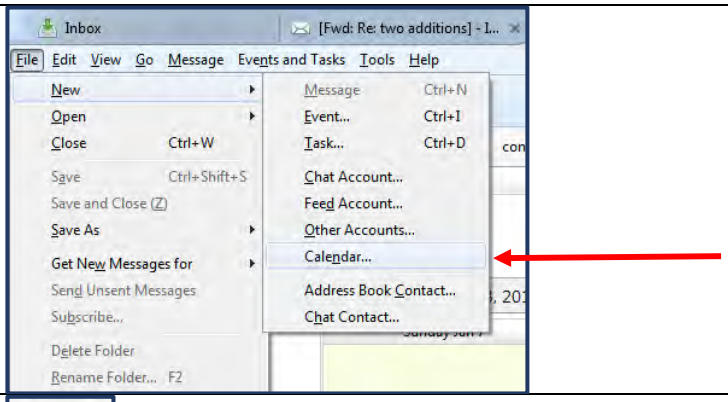
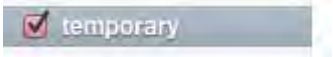


3. Click on the "**Import & export**" link



4. Click on the "**EXPORT**" link	
5. Choose the option to **Save File** and click **OK**	
6. Specify a place to save the file and click **Save**.	

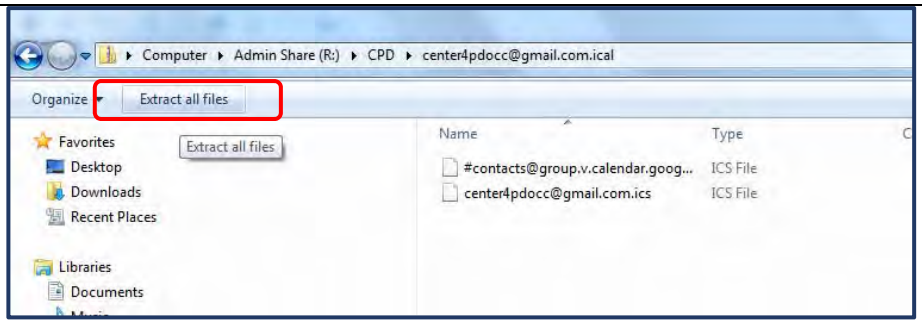
EXPORTING ONLY A PORTION OF A CALENDAR FROM THUNDERBIRD CALENDAR (Please Note: This is especially useful if you have a very large calendar – i.e. years of calendar data.)

1. Login to Thunderbird and go to your calendar	
2. Create a temporary calendar from File>New Calendar	
3. Mark the calendar(s) you want to export:	
4. Depending on the time range you want to export select week, month, or year view:	
5. Go to the week, month or year you want to export, press ⌘A (Ctrl-A) to select all events and ⌘C (Ctrl-C) to copy them.	
6. Select the temporary calendar	
7. Press ⌘V (Ctrl-V) to paste all previously copied events. Note: You can do this as many times as needed to customize your calendar, but will need to be careful your dates don't overlap. For example, you can choose all of this year as one set of dates to export/import, then select the previous four months of the previous year.	
8. Select the temporary calendar	
9. Export the temporary calendar as an .ics file	
10. Delete the temporary calendar with Edit>Delete.	

11. Follow the steps below to import your .ics file into Oakton's google calendar

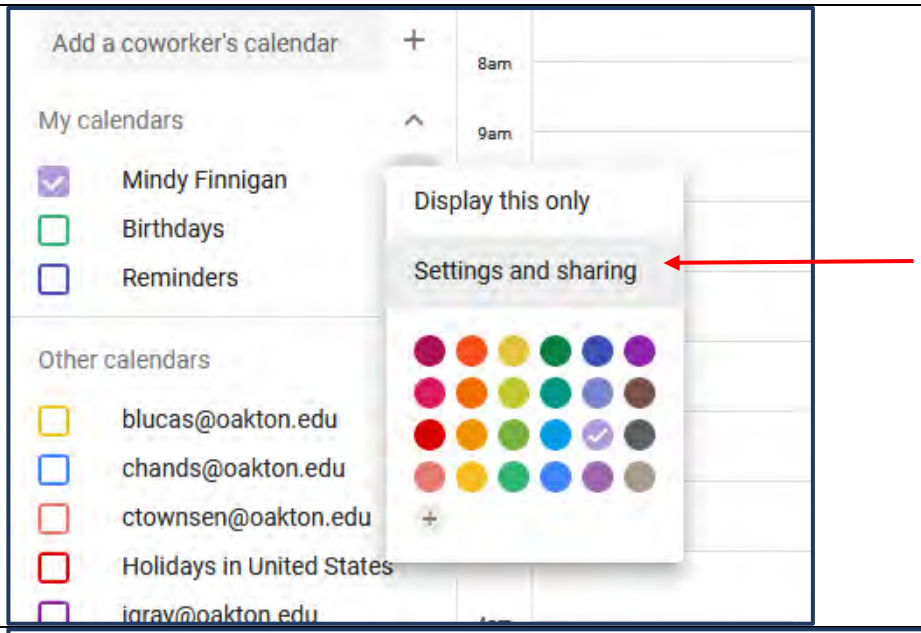
IMPORTING AN EXISTING CALENDAR INTO YOUR NEW CALENDAR

1. **Note:** If your calendar file was saved as a ".zip" file, you need to extract the files to get to the calendar file (.ics file). This needs to be done in your Windows Library Manager tool **BEFORE** the Google import.

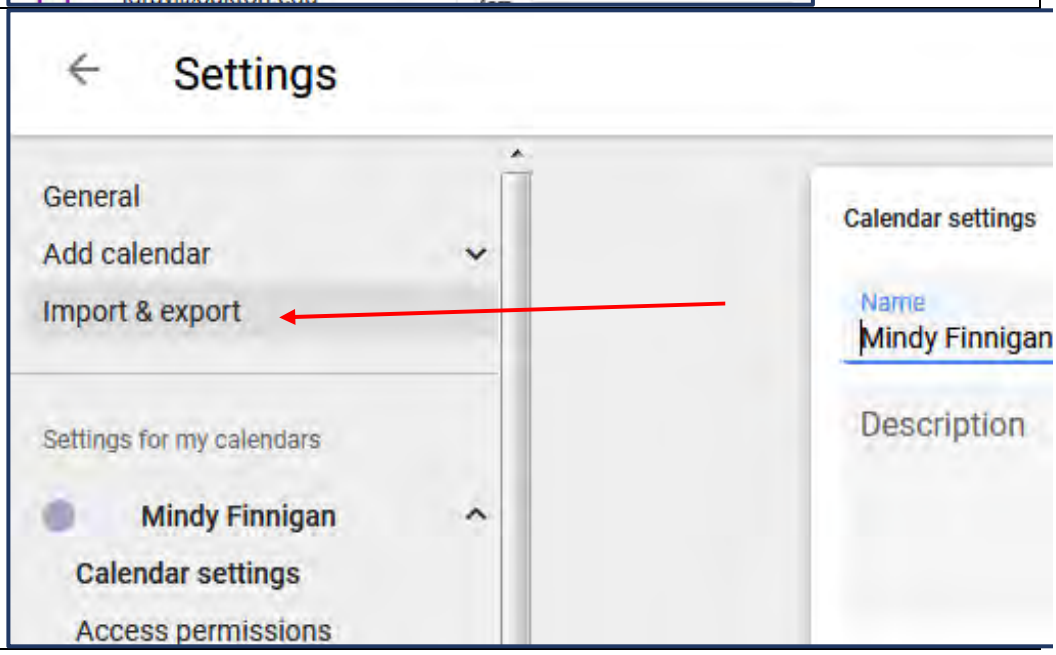


a. Double Click on the .zip file name, then click the "**Extract all files button**"
b. Select a place to store your extracted files. Make note of this folder so that you can retrieve your calendar (.ics) file to import when you are ready.

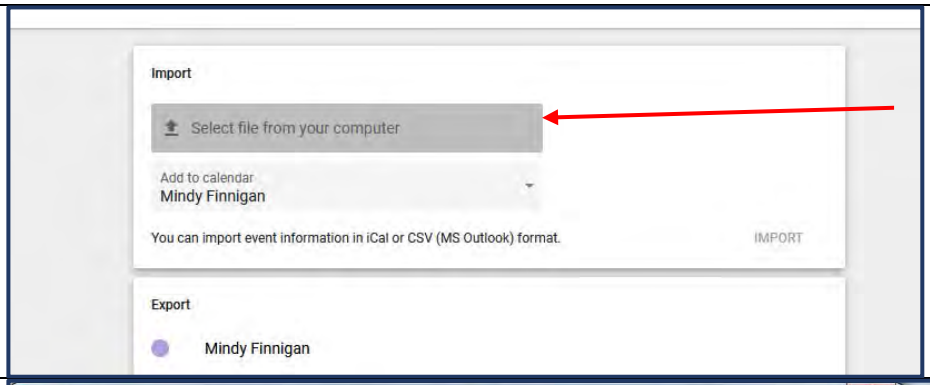
2. Login to your Calendar via my.oakton.edu.
3. Navigate to My Calendars. To the right of your calendar, click the three dots, then click on **Settings and Sharing**



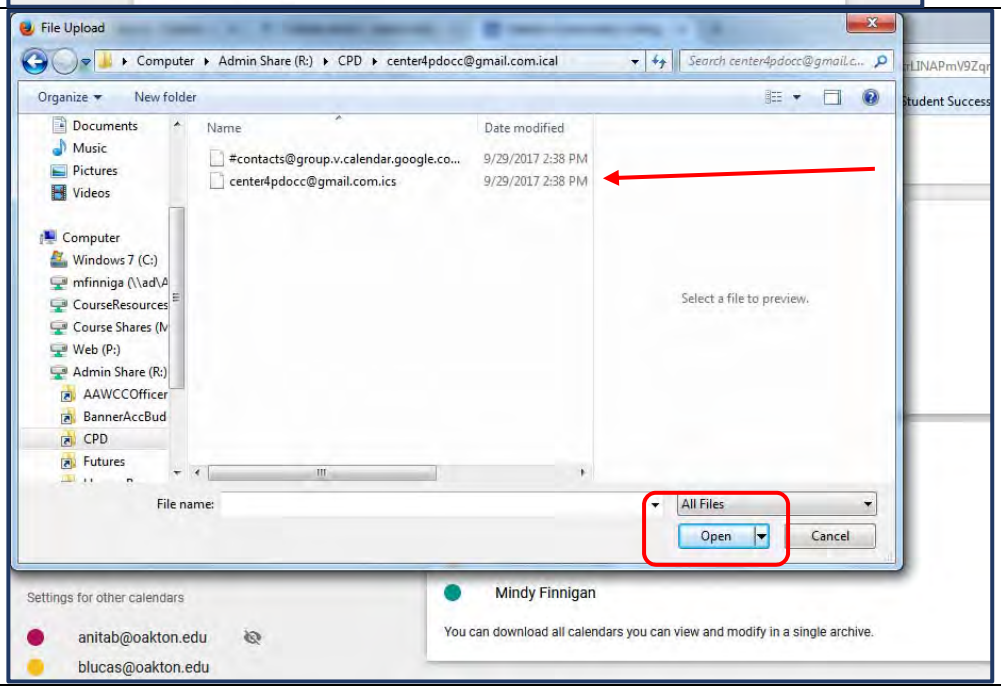
4. Click on the "**Import & export**" link

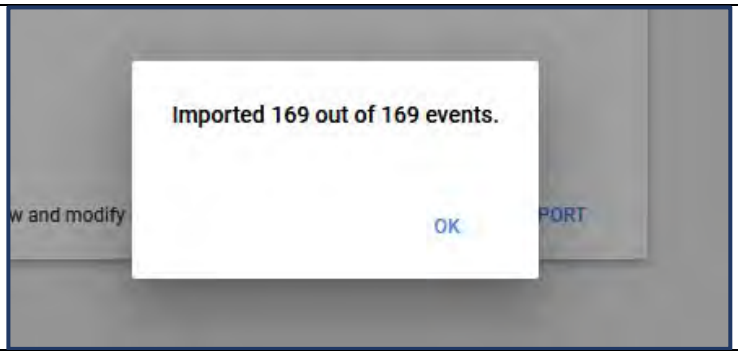


5. Click on the area "**Select file from your computer**"



6. A "**File Upload**" box will appear. Navigate to the folder where your calendar file is saved on your computer. Click on the file name and then the "**Open**" button.
7. Please be careful when choosing your calendar to import. There is no tool to reverse an import.



8. Choose the calendar you would like to populate.
9. Click the **IMPORT** link.
10. **NOTE:** Importing calendars can take a while if there are a large amount of calendar items. If you get a message that says the Import is busy, click to continue and wait until the import is done. **DO NOT try to start the import again, or you will get duplicate events.**

11. You will receive a confirmation that your import was successful. Click **OK** and view the calendar.