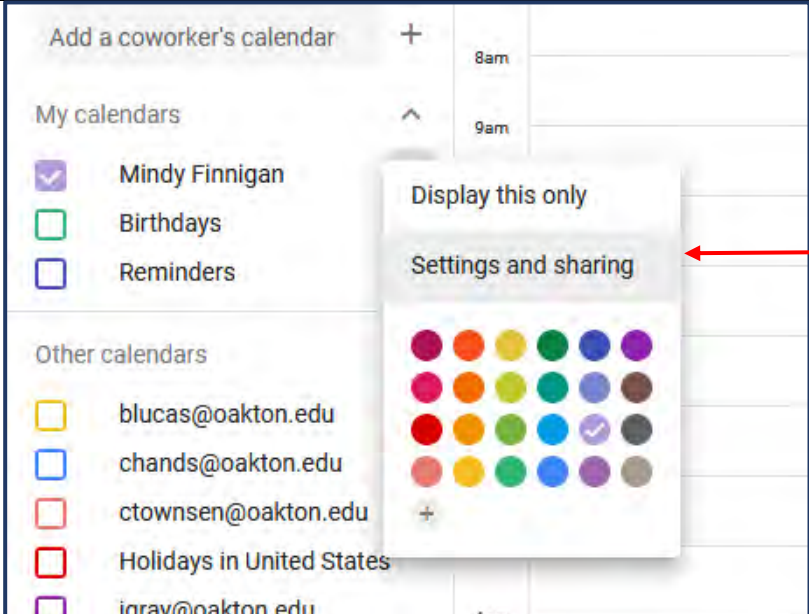
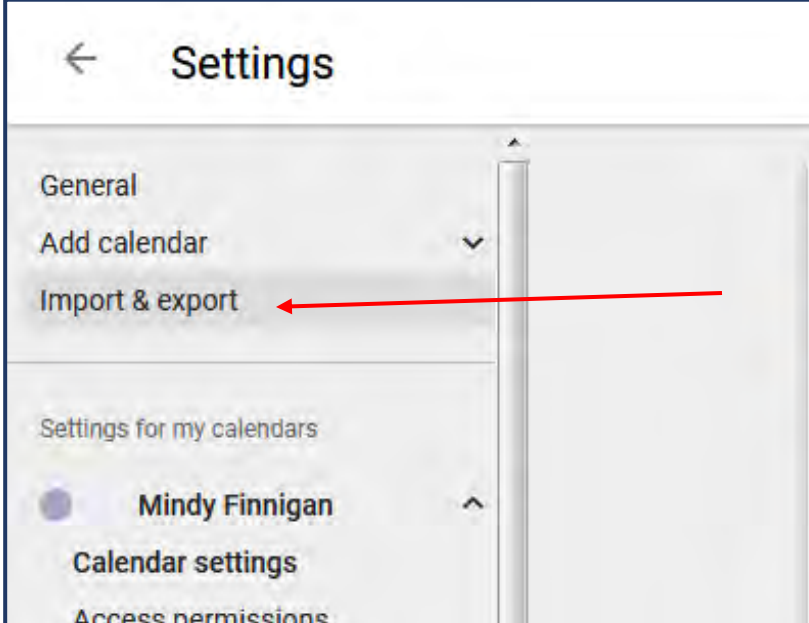
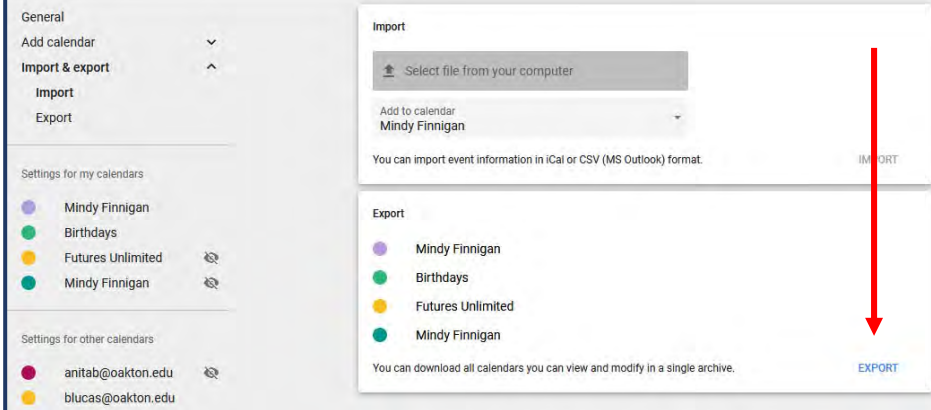


GSuite: Exporting and Importing Calendars

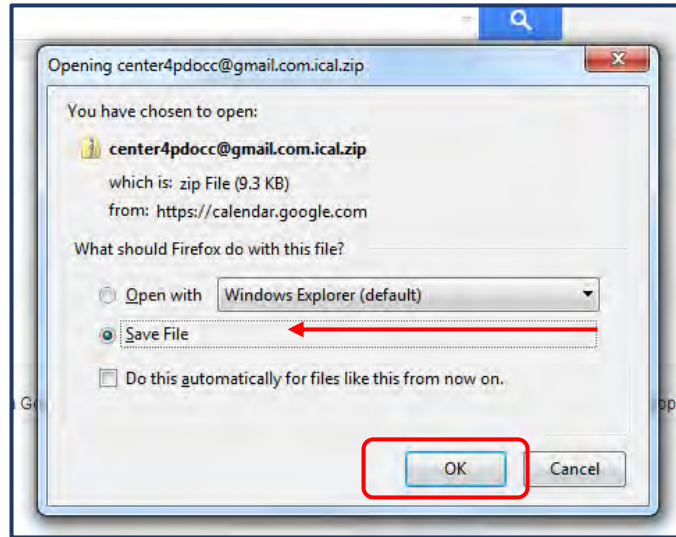
EXPORTING AN EXISTING CALENDAR FROM GOOGLE

<ol style="list-style-type: none">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	 <p>The screenshot shows the Google Calendar interface. At the top, there is a section for 'Add a coworker's calendar' with a plus sign. Below that is the 'My calendars' section, which includes a list of calendars: 'Mindy Finnigan' (checked), 'Birthdays', and 'Reminders'. To the right of this list, a three-dot menu is open, showing options: 'Display this only' and 'Settings and sharing'. A red arrow points to the 'Settings and sharing' option. Below the 'My calendars' section is the 'Other calendars' section, listing several calendars with their respective email addresses: blucas@oakton.edu, chands@oakton.edu, ctownsen@oakton.edu, Holidays in United States, and igray@oakton.edu.</p>	
<ol style="list-style-type: none">3. Click on the "Import & export" link	 <p>The screenshot shows the 'Settings' page for a calendar. The page has a back arrow and the title 'Settings'. Under the 'General' section, there are three options: 'Add calendar', 'Import & export', and 'Settings for my calendars'. A red arrow points to the 'Import & export' option. Below this is the 'Settings for my calendars' section, which includes a list of calendars: 'Mindy Finnigan' (selected), 'Calendar settings', and 'Access permissions'. On the right side of the page, there is a 'Calendar settings' panel with fields for 'Name' (Mindy Finnigan) and 'Description'.</p>	

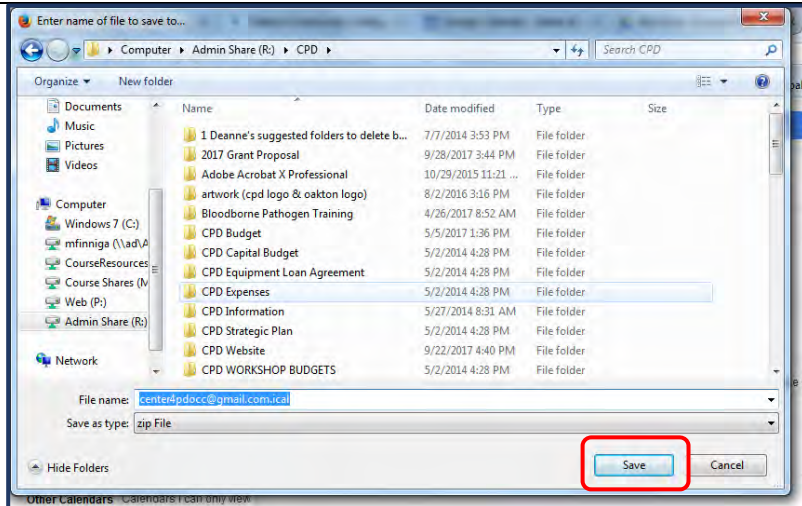
4. Click on the “EXPORT” link



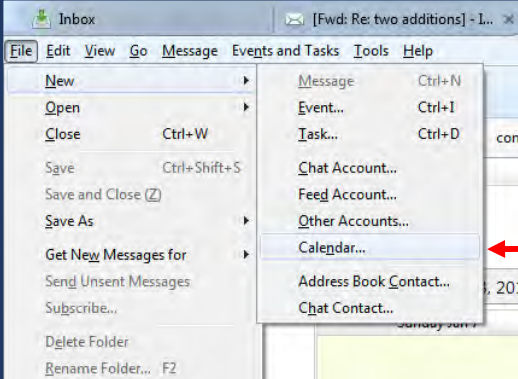
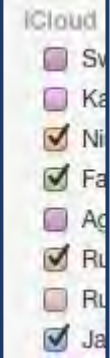
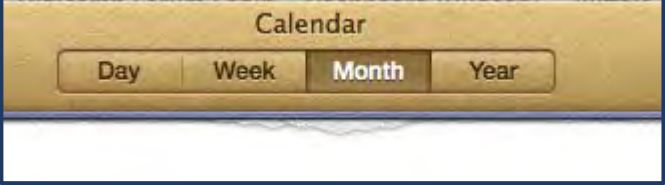
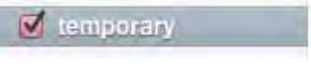
5. Choose the option to Save File and click OK



6. Specify a place to save the file and click Save.

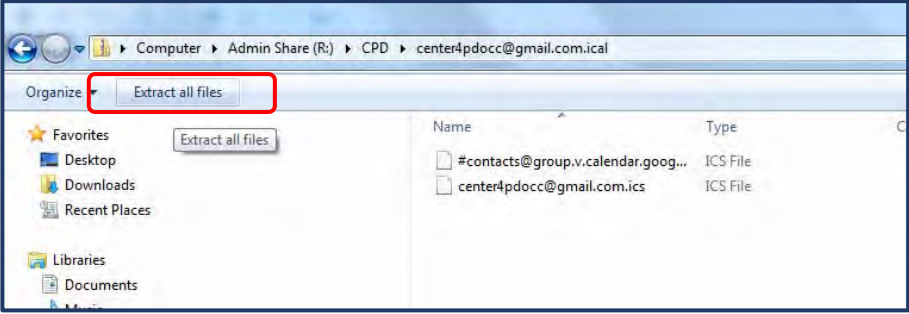
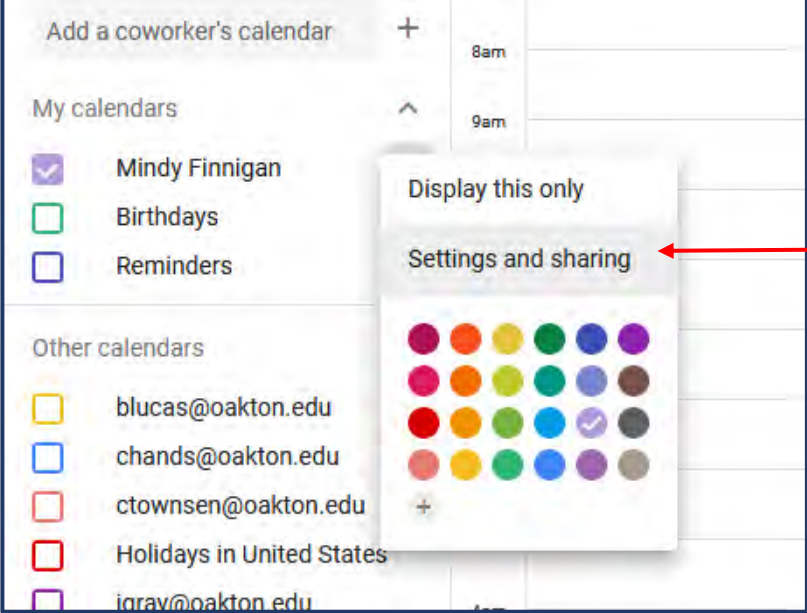
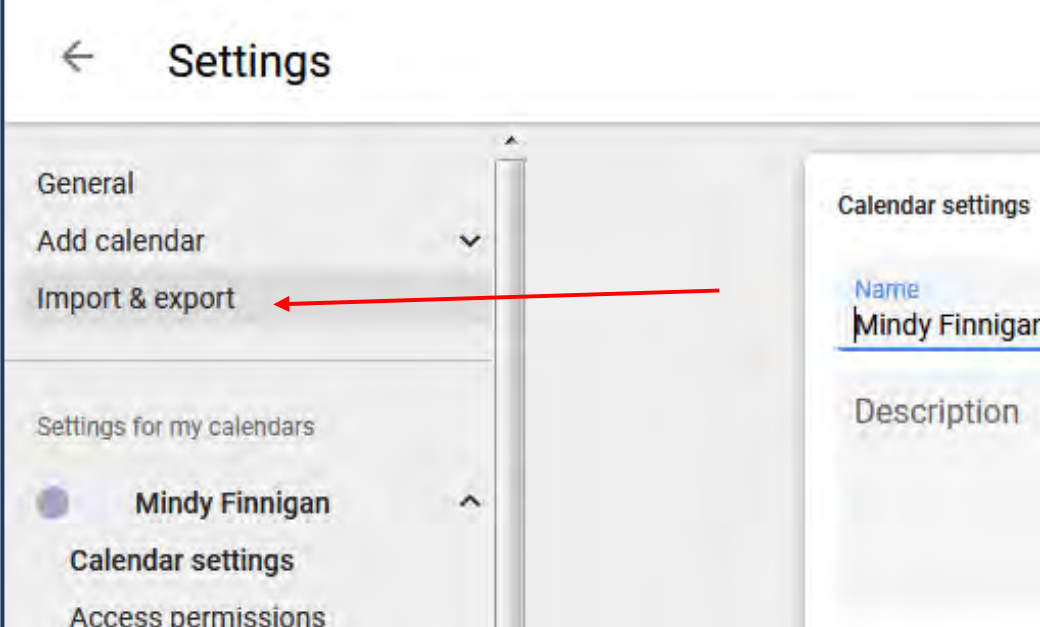


EXPORTING ONLY A PORTION OF A CALENDAR FROM THUNDERBIRD CALENDAR (Please Note: This is especially useful if you have a very large calendar – i.e. years of calendar data.)

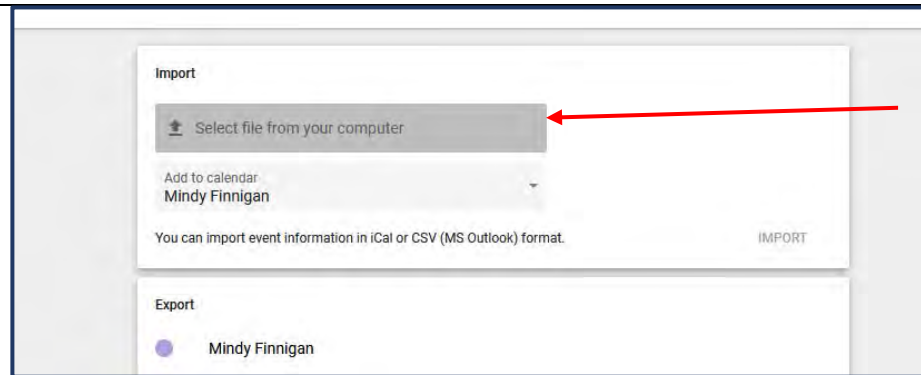
1. Login to Thunderbird and go to your calendar		
2. Create a temporary calendar from File>New Calendar		
3. Mark the calendar(s) you want to export:		
4. Depending on the time range you want to export select week, month, or year view:		
5. Go to the week, month or year you want to export, press ⌘A (Ctrl-A) to select all events and ⌘C (Ctrl-C) to copy them.		
6. Select the temporary calendar		
<p>7. Press ⌘V (Ctrl-V) to paste all previously copied events.</p> <p>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.</p>		
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

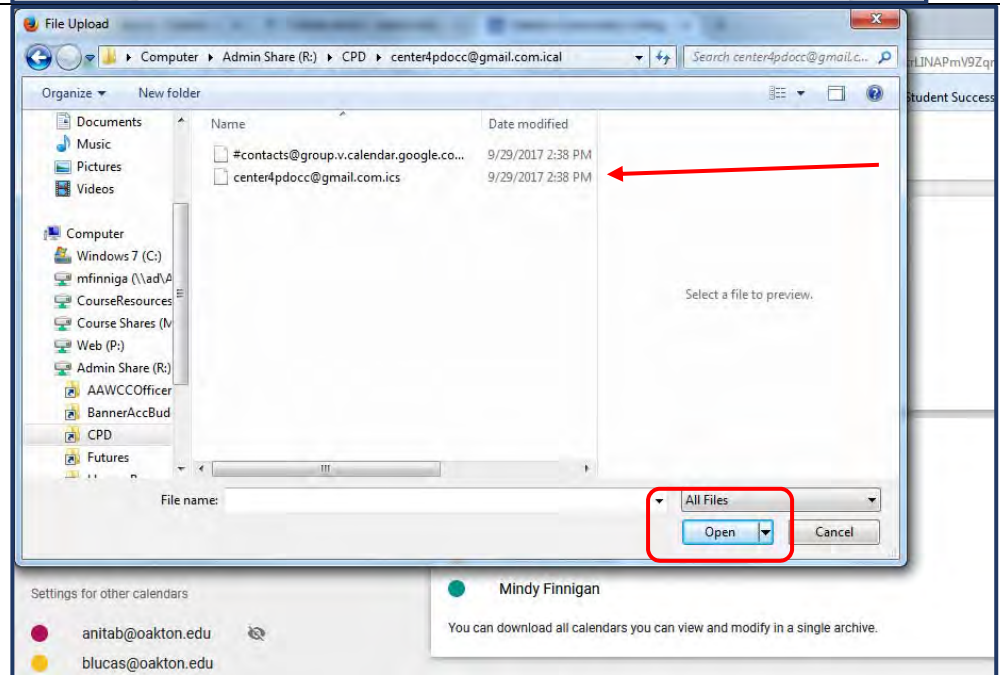
IMPORTING AN EXISTING CALENDAR INTO YOUR NEW CALENDAR

<p>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.</p>	 <p>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.</p>
<p>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</p>	
<p>4. Click on the “Import & export” link</p>	

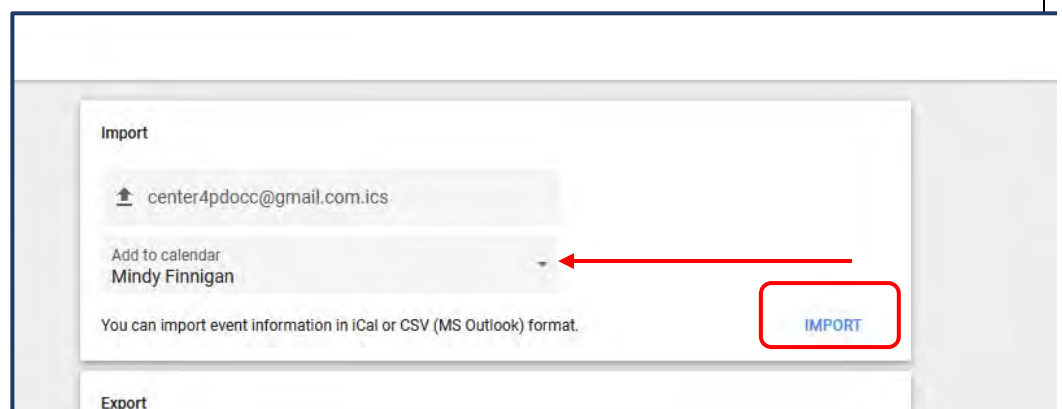
5. Click on the area
“Select file from
your computer”



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.

