



## Google Apps for Education: Export/Import Calendars

Use these instructions to:

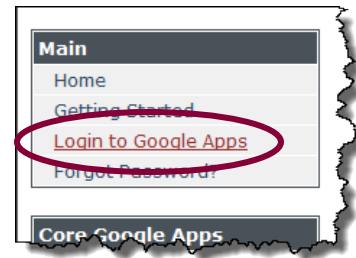
- Export your personal Google Apps account calendar.
- Import your personal Google Apps account calendar into your WCPSS organizational Google Apps account calendar.
- Re-share the calendar with other individuals.
- Remove duplicate events from other individuals' view.

### Export/Import Google Apps Account Calendars

#### Export Your Personal Google Apps Account Calendar

1. Use Firefox to **open a new browser window**.
2. Visit <http://google.wcpss.net> .

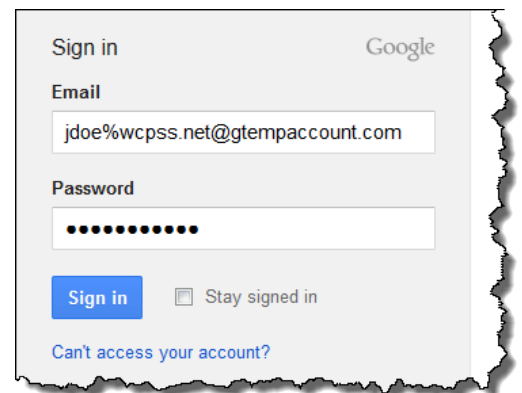
3. Click **Login to Google Apps**.



4. Enter your personal Google Apps account **username** and **password**.

**NOTE:**

- Unless you changed it previously, your username is a temporary username.  
**EX:** `jdoe%wcpss.net@gtempaccount.com`.



5. Click  .

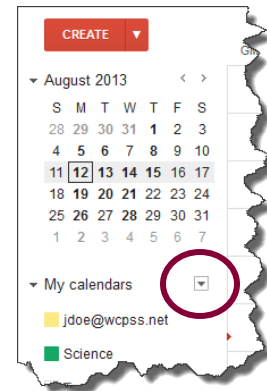
6. Click **Calendar**.



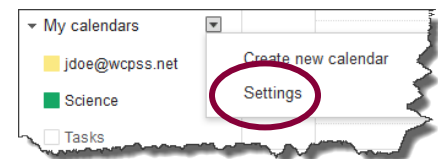


## Google Apps for Education: Export/Import Calendars

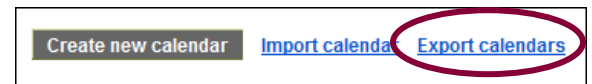
7. Click the dropdown next to **My Calendars**.



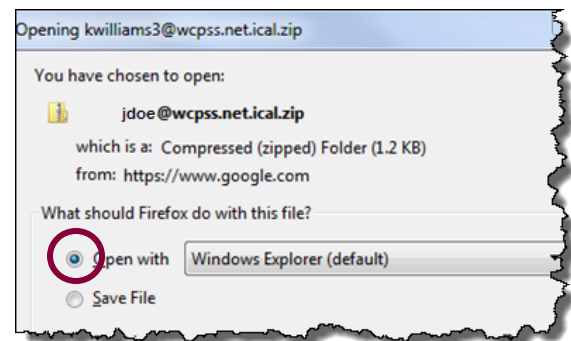
8. Click **Settings**.



9. Click **Export calendars**.

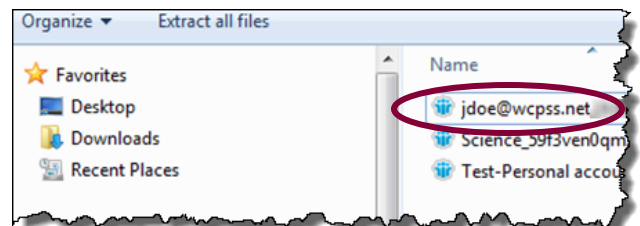


10. When prompted, select **Open with**.



11. Click  .

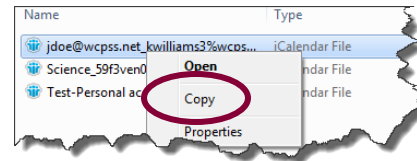
12. Right-click on **the file** that contains your e-mail address.



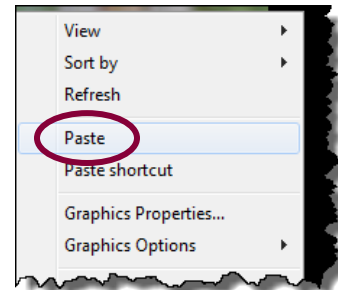


## Google Apps for Education: Export/Import Calendars

13. Select **Copy**.



14. Right-click on your computer desktop and select **Paste**.

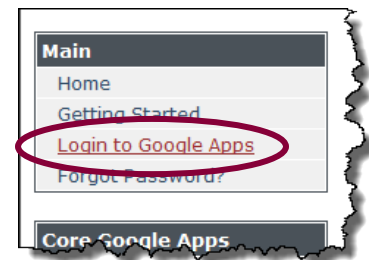


### Import Your Personal Google Apps Account Calendar into Your WCPSS Organizational Google Apps Account Calendar

1. Use Firefox to **open a new browser window**.

2. Visit <http://google.wcpss.net>.

3. Click **Login to Google Apps**.

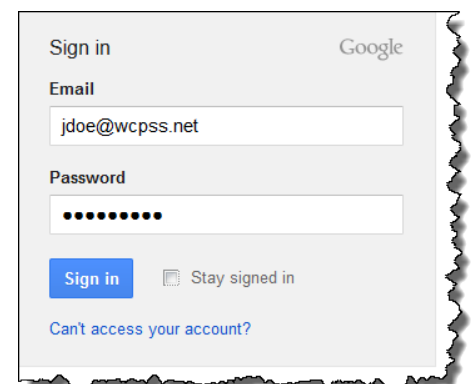


4. Enter your WCPSS organizational Google Apps account **username** and **password**.

**NOTE:**

- Your username is the same as your WCPSS e-mail address.

**EX:** [jdoe@wcpss.net](mailto:jdoe@wcpss.net)



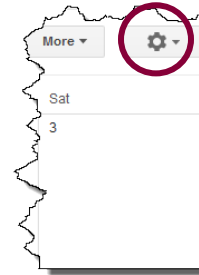


## Google Apps for Education: Export/Import Calendars

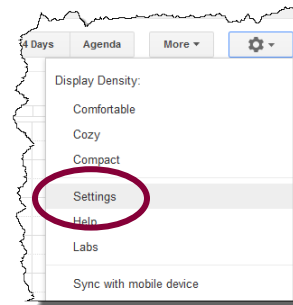
5. Click **Calendar**.



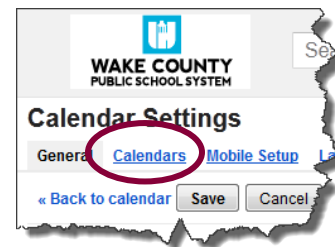
6. Click the **gear** icon in the top right of the screen.



7. Click **Settings**.



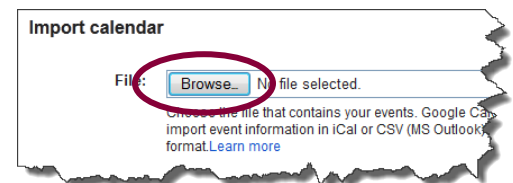
8. Click **Calendars**.



9. Click **Import Calendar**.



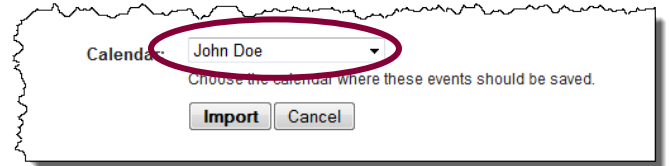
10. Click Browse to **locate your personal Google Apps account calendar file**.



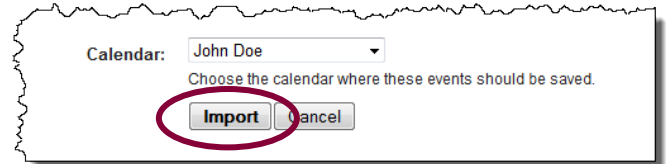


## Google Apps for Education: Export/Import Calendars

11. Click to select your **WCPSS organizational Google Apps account calendar**.



12. Click **Import**.



Repeat **Steps 9 – 12** to import any additional calendars.

### Re-Share Calendars with Other Individuals

Sharing of calendars does **NOT** transfer during this process. If desired, you will:

- Want to re-share your calendar in your new account with the appropriate people.
- Need others' to re-share any calendars that were shared with you previously.

### Remove Duplicate Files from Other Individuals' View

Those with whom you have shared your personal Google Apps account calendar and your WCPSS organizational Google Apps account calendar will now see duplicates of the events. To remove the original events, do **ONE** of the following:

1. Un-share the calendar from your personal Google Apps account.
2. Delete the calendar from your personal Google Apps account.
3. Delete your personal Google Apps account.

**NOTE:** Do **NOT** delete your personal Google Apps account until all needed data has been moved successfully, i.e., Docs, Calendars, etc.