

go2  
girls

How to Sync

Google<sup>™</sup>  
calendar



iCal

[www.YourGoToGirls.com](http://www.YourGoToGirls.com)



## How to Sync a Google Calendar with iCal

I hear people, asking a lot lately about how to sync calendars. These days, we generally have multiple devices on which to store calendars, and long gone are the days of the Franklin Planner (as nice as they were and all...)

Syncing your desktop calendar with Google basically has **two steps**:

1. Actually SYNCING your calendar(s) on Google with your computer (pgs 3-8)
2. MOVING your pre-existing appointments to your new, synced calendar (pgs 9-14)

When these steps are done, you can then sync your smart phone with Google, and then appointments will go from your phone, to Google, to your desktop (and from your desktop, to Google, to your phone.

Imagine, never again at a networking event having to say to a person who wants to meet with you: "I'll have to let you know when I get back to my desk and check my calendar..."

If you want to further eliminate calendar and scheduling headaches, I highly recommend Timetrade.com (formerly Timedriver.com). It is, hands down, the BEST scheduler out there. It also syncs with Google. SO – no more "Are you free now? Are you free now?" back and forth emails. Someone books an appointment – it goes from Timetrade to Google, to your phone, to your calendar... Boom, done.

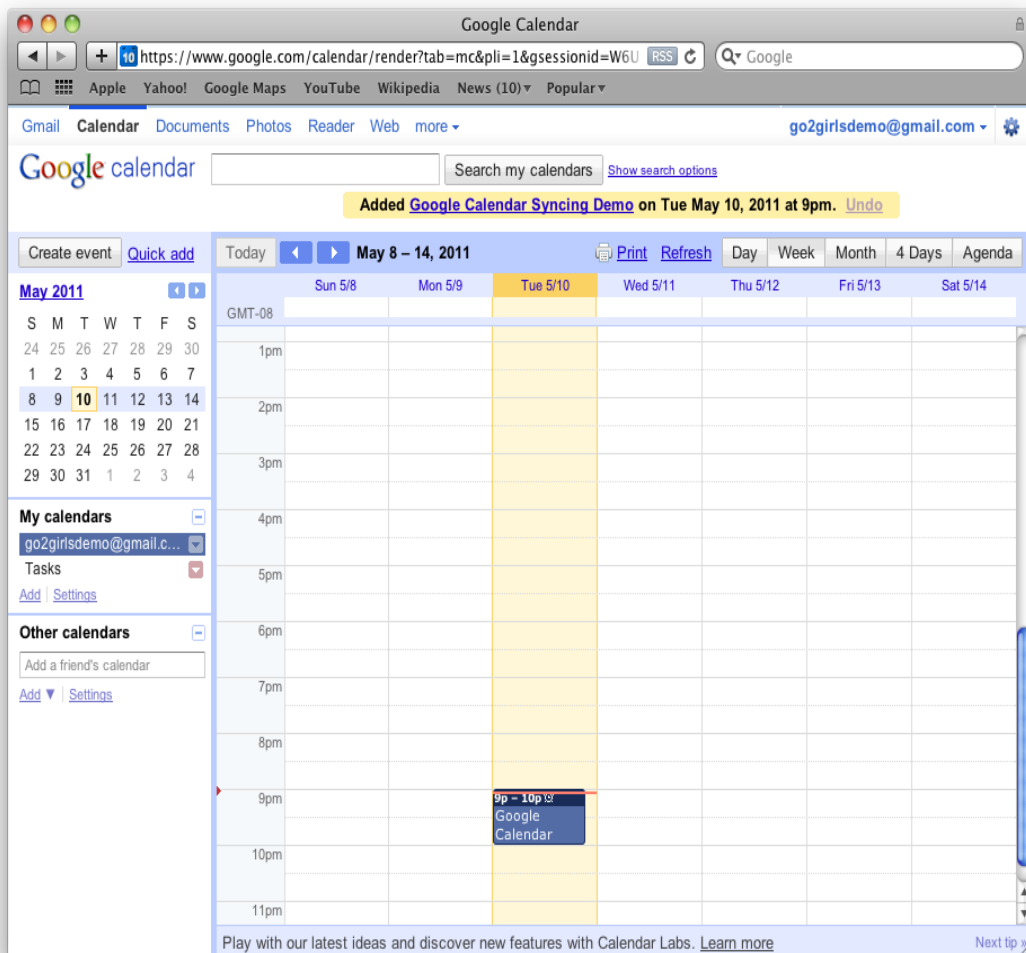
Automation = happiness.

P.S. – For anyone who uses Outlook on a Windows machine, your instructions for syncing can be found here: <http://www.google.com/support/calendar/bin/answer.py?answer=89955>



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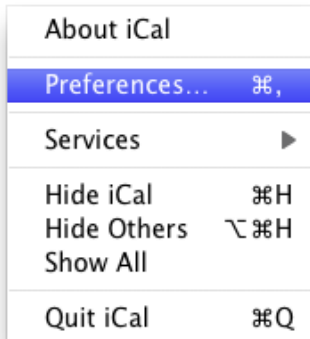
1. Log in to your Gmail account or create a new one.
2. Go to [calendar.google.com](http://calendar.google.com). This is your master calendar.



3. On your Macintosh, open Applications > iCal



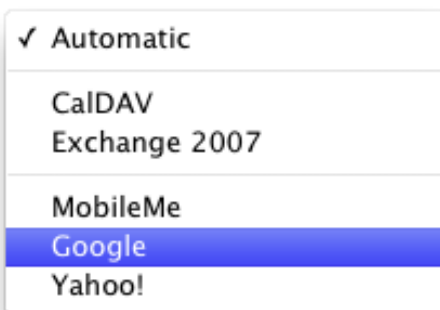
**4. From the menu bar, select iCal > Preferences**



**5. Then select Accounts.**

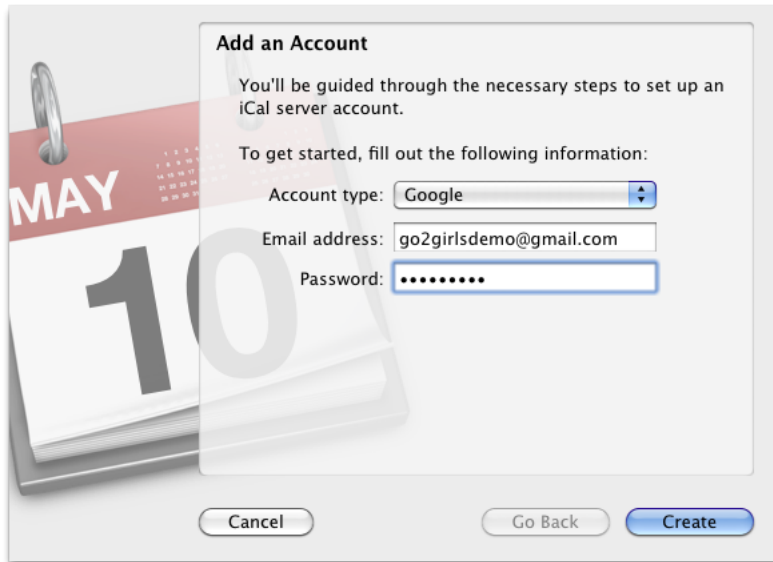


**6. Click on the plus sign “+” to bring up the account type dialog and select Google.**

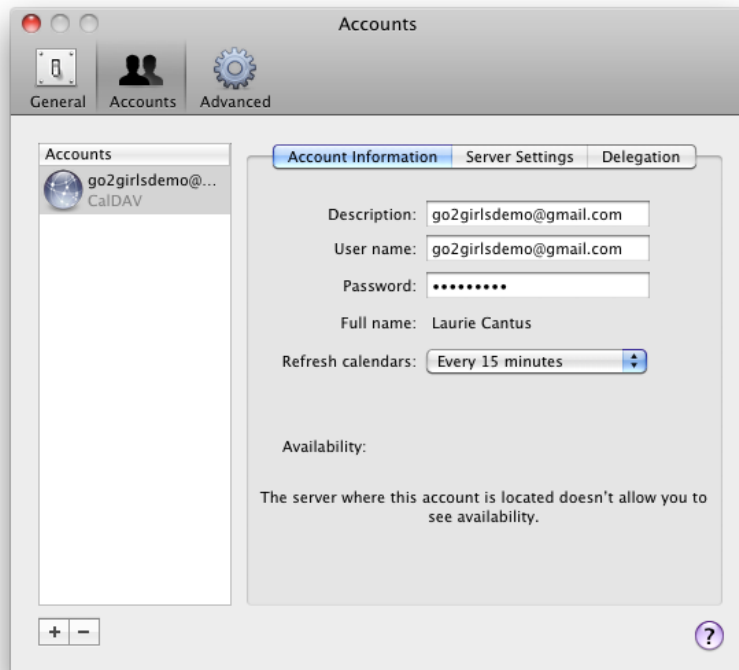


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## 7. Enter your Gmail username and password then select Create.

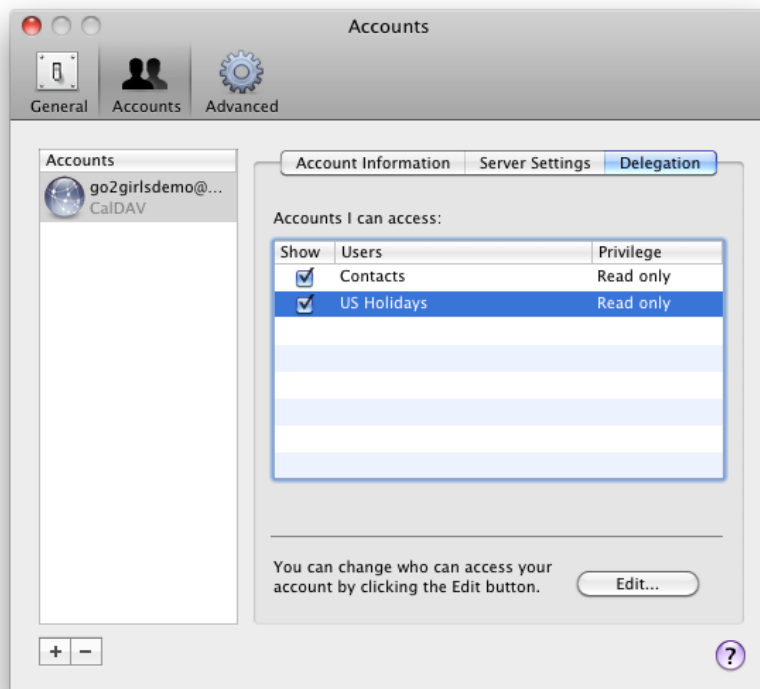
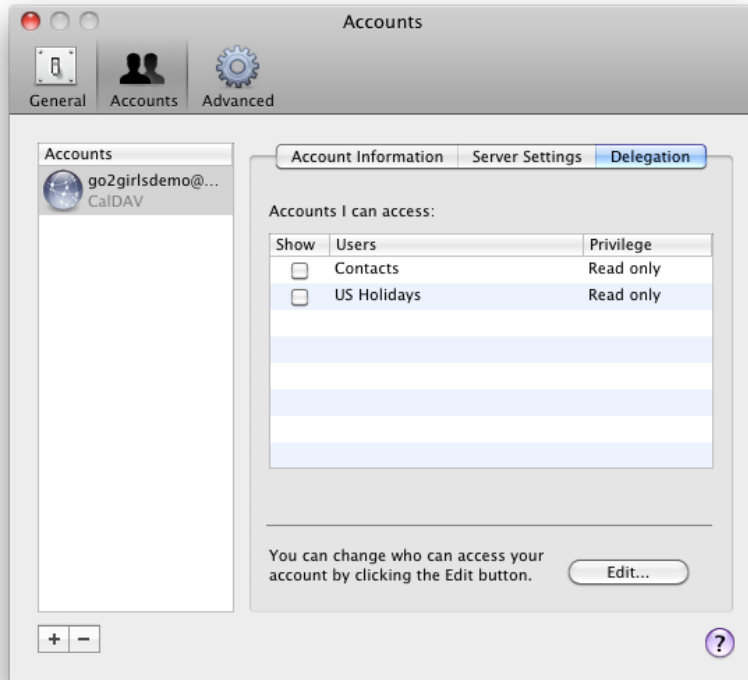


## 8. Your account information will appear.



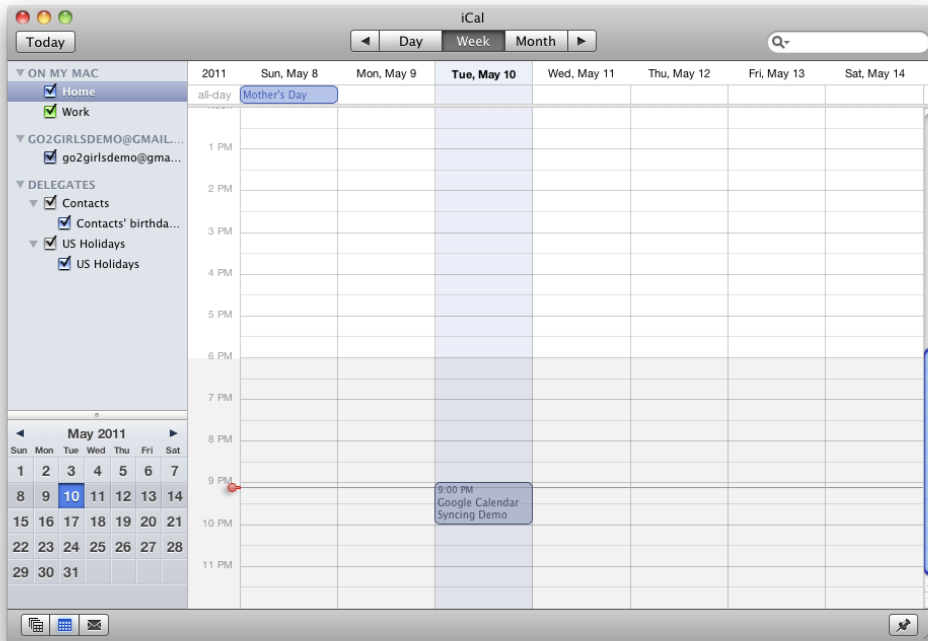
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9. Select Delegation and choose the calendars that you would like to sync with iCal. (this is if you have multiple calendars – like: home, work, kids, spouse, etc.)



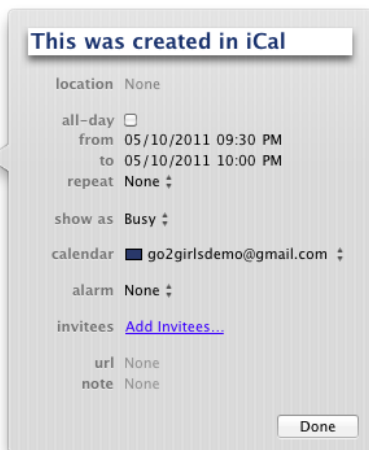
# How to Sync a Google Calendar with iCal

**10. Close the preferences dialog box by clicking on the red dot. Your calendars will now appear in iCal on the left side navigation. All local calendars will be listed under the “On My Mac” heading. (NOTE: Local calendars only exist on your computer – they do not sync with Google)**



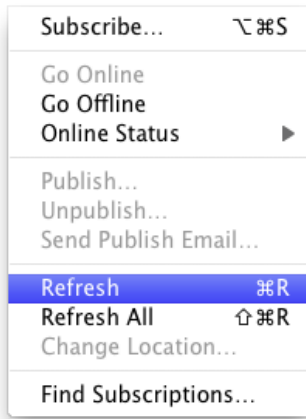
**11. Notice that any events that were created on Google Calendar will now sync, or are now synced, with iCal.**

**12. To test it out - create a new event in iCal to sync with Google Calendar.**

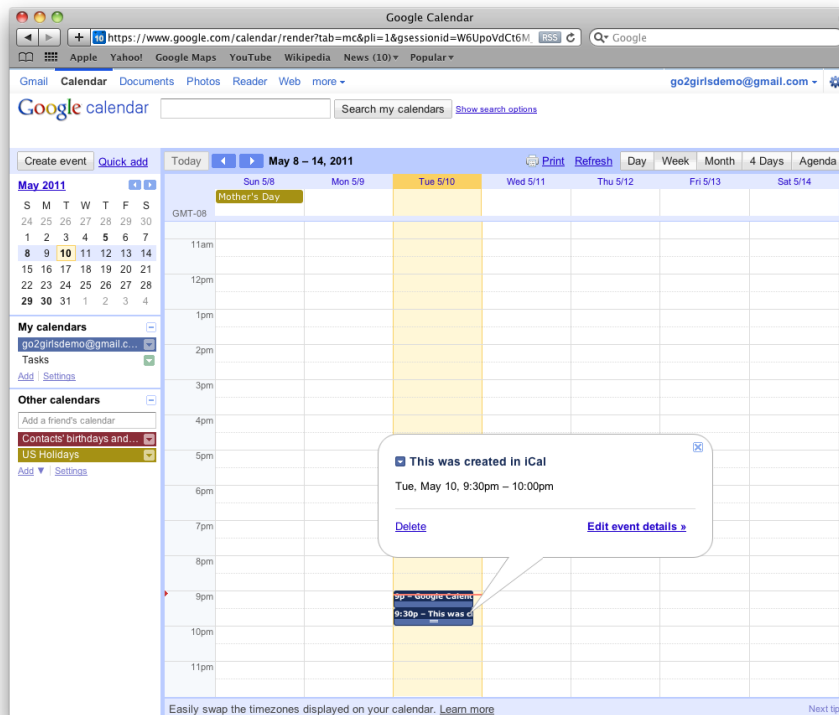


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13. iCal will refresh the Google calendars every fifteen minutes. To manually refresh open Calendar > Refresh.



14. Now open Google Calendar and refresh the web page to see your new event.



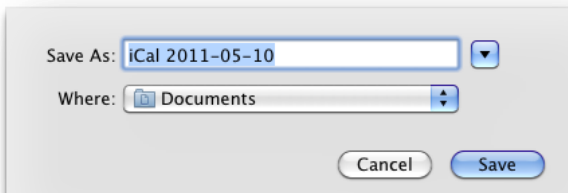
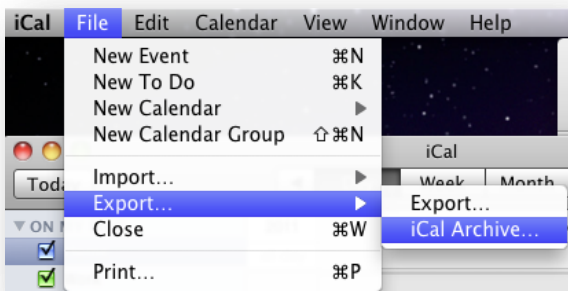


**Now your calendars are synced, and next we need to move your pre-existing iCal calendar events from your local calendar, to your Google calendar.**

**1. Open Applications > iCal**



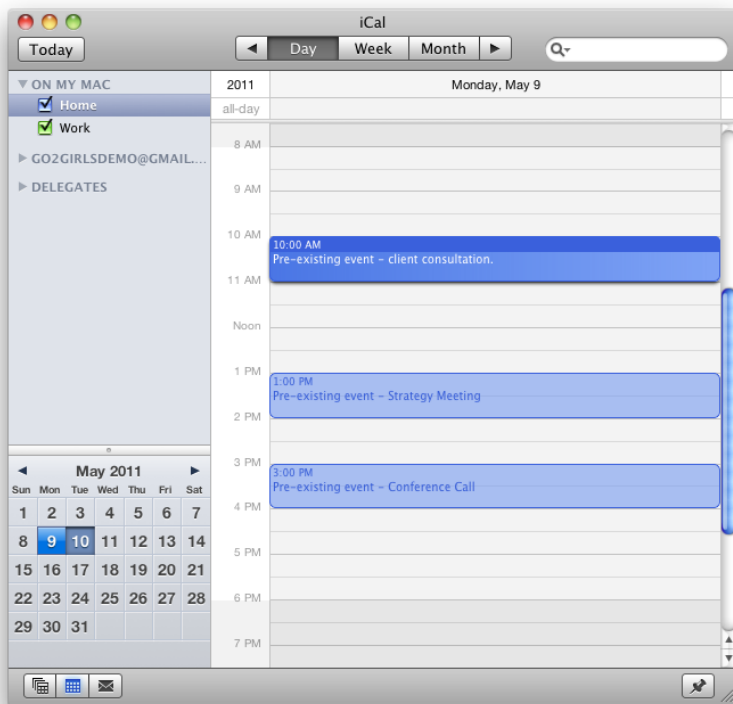
**2. Backup your entire iCal Calendar by opening iCal File > Export > iCal Archive. Keep this archive in a safe place. In case something goes wrong you can restore your entire calendar session to the way it was at the time of export including all calendars, events, and settings. **DO NOT SKIP THIS STEP!****



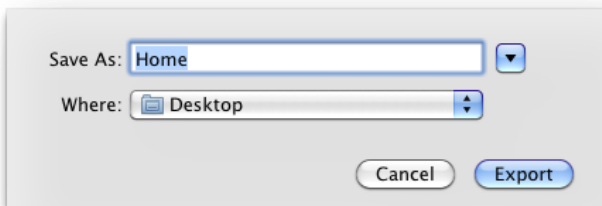
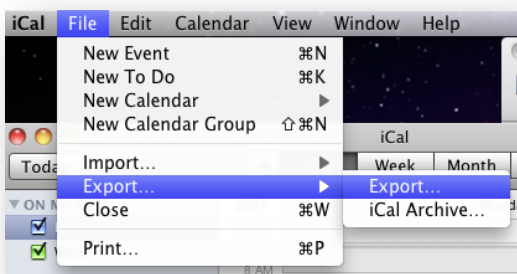
Now, we're ready to move calendars.

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3. Select the iCal calendar that has your pre-existing events (it will become highlighted)



4. We will need to export the selected calendar to an icalendar file. Open File > Export > Export and save the calendar.

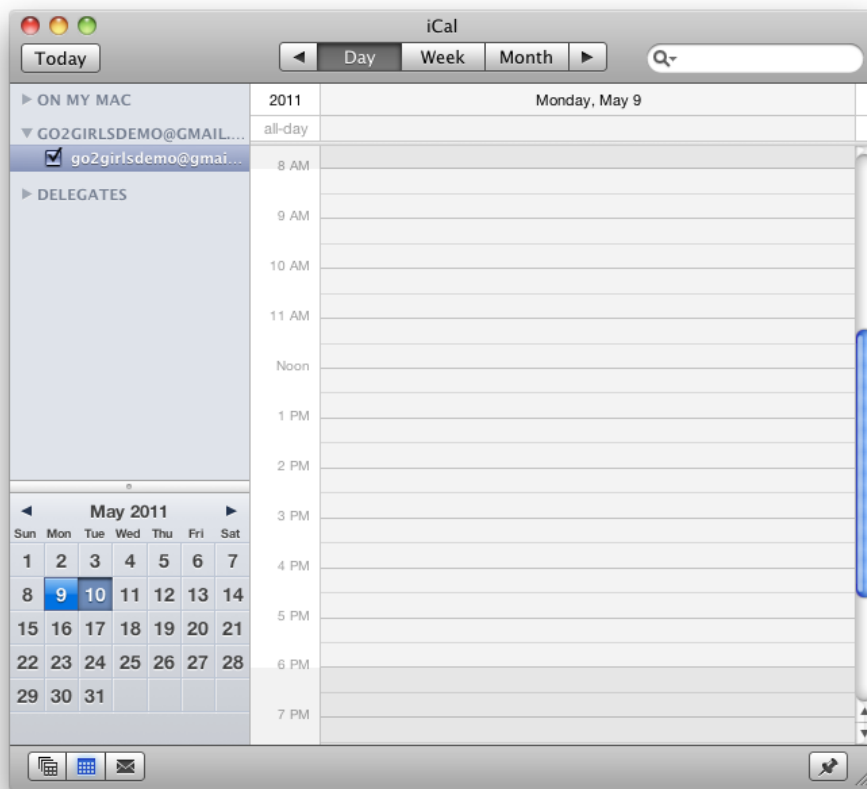


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5. You will have a file with a .ics extension. (Ours for this demo, is Home.ics.)

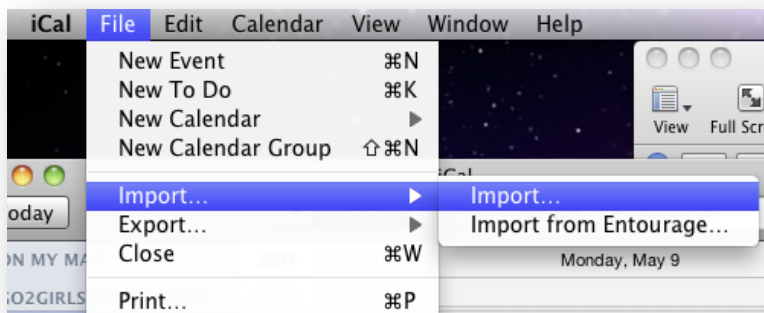


6. Select in iCal, the Google Calendar listed on the left pane that you want to move all your appointments to.

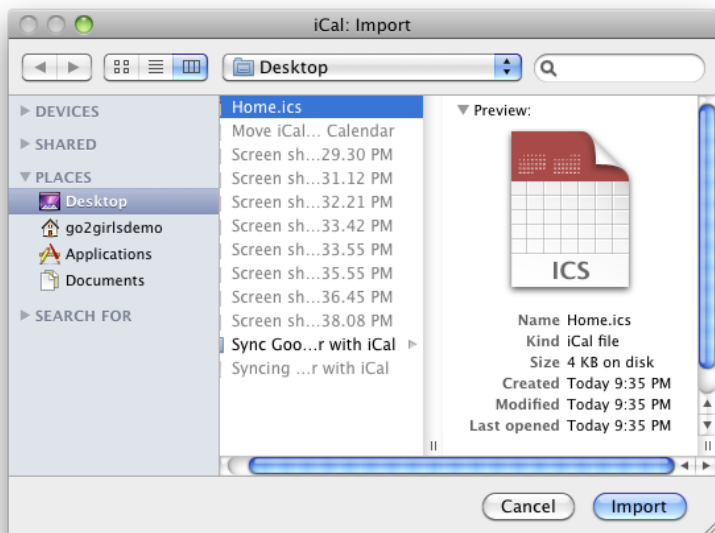


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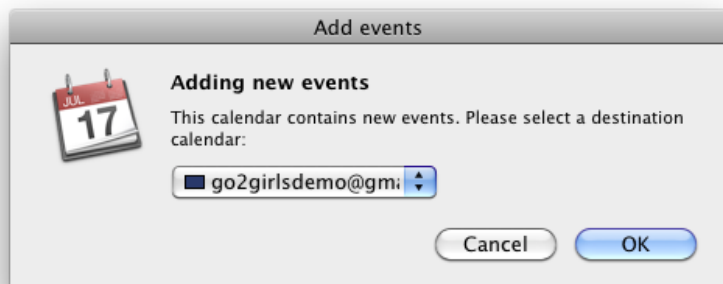
7. Go to File > Import > Import...



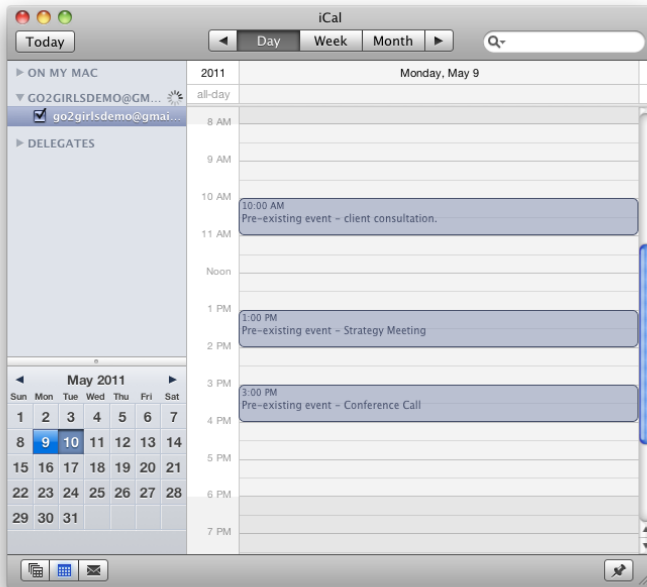
8. ...and select Home.ics (or whatever your calendar is named).



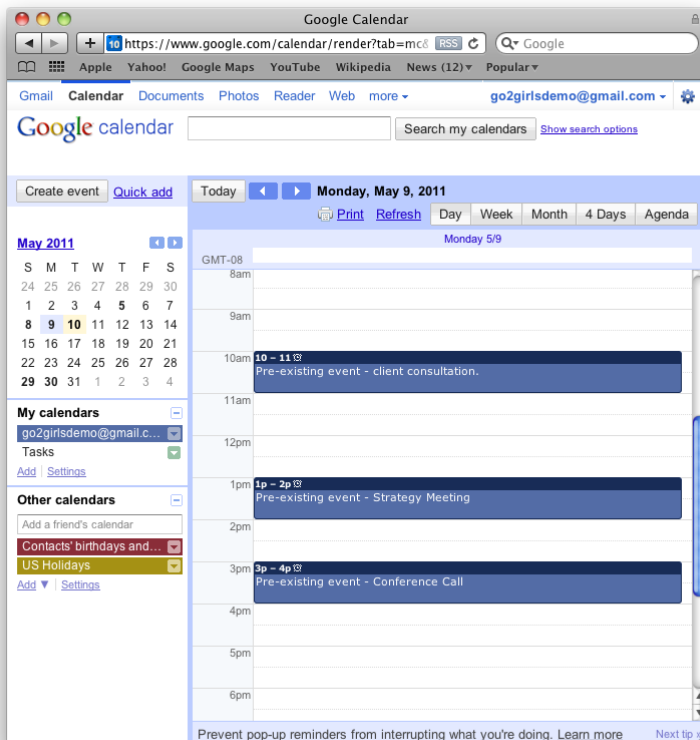
9. Choose the Google Calendar that you want to import your appointments to.



## 10. Your events will be imported to your Google Calendar.



## 11. After a few minutes (or more if you have lots of past events) your events will appear on the Google Calendar website.



## How to Sync a Google Calendar with iCal

Please note that past events that you were invited to may request to send confirmation emails again, when imported. (You don't want to accidentally respond to meetings that are years old...it could...confuse people...just sayin')

Also note that your pre-existing calendar did not go away. You may want to manually delete that from iCal in order to stave off future consternation due to the appearance of duplicate events.

To delete the local calendar, on iCal, right-click (or option click if you have a one-button mouse) on the calendar and select Delete.

