



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: <u>http://www.google.com/support/calendar/bin/answer.py?answer=89955</u>



- 1. Log in to your Gmail account or create a new one.
- 2. Go to calendar.google.com. This is your master calendar.

		Go	ogle Calendar		(De Georgia	A
H      H	w.google.com/caler oogle Maps YouTu	idar/render?tab=mco ibe Wikipedia Nev	&pli=1&gsessioni ws (10)▼ Popula	d=W60 R55 C	Q* Google	)
Gmail Calendar Documer	nts Photos Read	er Web more <del>-</del>			go2girlsdem	o@gmail.com 🗸 🙀
Google calendar		Sea	arch my calendars	Show search options	1	
0		Added Google Ca	alendar Syncing	Demo on Tue May	/ 10, 2011 at 9pm. <u>Und</u>	<u>o</u>
Create event Quick add	Today 🚺 🕨	May 8 – 14, 2011		Dirint Refresh	Day Week Month	4 Days Agenda
<u>May 2011</u>	Sun 5	5/8 Mon 5/9	Tue 5/10	Wed 5/11	Thu 5/12 Fri 5/1	3 Sat 5/14
SMTWTFS	GMT-08					
24 25 26 27 28 29 30 1 2 3 4 5 6 7	1pm					
8         9         10         11         12         13         14           15         16         17         18         19         20         21           22         23         24         25         26         27         28	2pm					
22 23 24 25 26 27 28 29 30 31 1 2 3 4	3pm					
My calendars - go2girlsdemo@gmail.c 🔽	4pm					
Tasks  Add Settings	5pm					
Other calendars  Add a friend's calendar	6pm					
Add V Settings	7pm					
	8pm					
	9pm		9p - 10p 92 Google Calendar			
	10pm					
	11pm					
	Play with our lates	t ideas and discover	new features with	n Calendar Labs. <u>Le</u>	arn more	Next tip »

3. On your Macintosh, open Applications > iCal





4. From the menu bar, select iCal > Preferences

About iCal	
Preferences	¥,
Services	►
Hide iCal Hide Others Show All	日光 日光ブ
Quit iCal	жQ

5. Then select Accounts.



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





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

ſ	Add an Account	
M	You'll be guided th	nrough the necessary steps to set up an
	To get started fill	out the following information:
AAY H	Account type:	Google
IVIA	Email address:	go2girlsdemo@gmail.com
	Password:	
	Cancel	Go Back Create

8. Your account information will appear.

00	Accounts
General Accounts Adva	inced
Accounts go2girlsdemo@ CaIDAV	Account Information       Server Settings       Delegation         Description:       go2girlsdemo@gmail.com         User name:       go2girlsdemo@gmail.com         Password:          Full name:       Laurie Cantus         Refresh calendars:       Every 15 minutes         Availability:       The server where this account is located doesn't allow you to see availability.
+ -	?



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.

00	Accounts	
10 28 🚳	Č}	
General Accounts Adva	nced	
Accounts	Account Information Server S	ettings Delegation
<b>go2girlsdemo@</b> CalDAV	Accounts I can access:	
	Show Users	Privilege
	Contacts	Read only
	US Holidays	Read only
	You can change who can access yo	ur Edit
	account by clicking the Edit button	Eur
+ -		(?

00	Accounts	
General Accounts	nced	
Accounts go2girlsdemo@ CalDAV	Account Information Serve	er Settings Delegation
	Show Users	Privilege
	Contacts	Read only
	🗹 US Holidays	Read only
	You can change who can access account by clicking the Edit butt	your Edit
+ -		?

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)

0 0				iCal				
Today			■ Day	Week Mo	onth 🕨		Q	
▼ ON MY MAC	2011	Sun, May 8	Mon, May 9	Tue, May 10	Wed, May 11	Thu, May 12	Fri, May 13	Sat, May 14
Mome	all-day	Mother's Day						
Work								
▼ GO2GIRLSDEMO@GMAIL	1 PM							
🗹 go2girlsdemo@gma								
▼ DELEGATES	2 PM							
▼ ✓ Contacts								
Contacts' birthda	3 PM							
US Holidays								
	4 PM							
	6.014							
	5 PM							
	6 PM							
	7 PM							
0								
Sun Mon Tue Wed Thu Fri Sat	8 PM							
1 2 3 4 5 6 7								
8 9 10 11 12 13 14	9 PM			9:00 PM				
15 16 17 18 19 20 21	10 PM			Syncing Demo				
22 23 24 25 26 27 28	. 5 1 11							
20 20 21	11 PM							
29 30 31								
								× 1.

- 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.





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

Subscribe	₹₩S
Go Online Go Offline Online Status	Þ
Publish Unpublish Send Publish En	nail
Refresh	₩R
Refresh All Change Locatio	<b>☆発R</b> n
Find Subscriptio	ons

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

• • • •		n fealands - f	and a 2t - 1	Go	ogle Calendar			- a a a l a					ł
The second	w.google.col	n/calendar/l	ender/tab	Nows (10) 7	Repulse *	povactem res c		oogre					
Gmail Calendar Docume	nte Photoe	Reader V	lob more	News (10) *	ropular -				0.020	irledomo	@amail a		274
		Treader V							9029	mademo	@gman.e		344
Google calendar				Search my c	alendars Show	search options							
Create event Quick add	Today	🗆 🕨 Ma	y 8 – 14, 2	D11		Drint 🗇	Refresh	Day	Week	Month	4 Days	Agen	nda
May 2011		Sun 5/8	N	lon 5/9	Tue 5/10	Wed 5/11	Thu	5/12	F	ri 5/13	Sat	5/14	
SMTWTFS	GMT-08	iother's Day											
24 25 26 27 28 29 30													
8 9 10 11 12 13 14	11am												
15 16 17 18 19 20 21	12mm												
22 23 24 25 26 27 28	12pm												
29 30 31 1 Z 3 4	1pm												
ly calendars 📃													
go2girlsdemo@gmail.c 🔽 Tasks	2pm												
Add Settings													
Other calendars	3pm												
Add a friend's calendar	4pm												
Contacts' birthdays and 🔽										2			
US Holidays 📃	5pm				This was cr	eated in iCal							
ad Y Setungs	finm			т	ue, May 10, 9:3	0pm – 10:00pm							
	opin												
	7pm			D	elete		Edit e	vent de	tails »				
										)			
	8pm												
	• 0nm			_	- Grania Calany	/							
				9:	30p – This was c								
	10pm				-								
	11pm												



## 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



 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.



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

000	iCal	
Today	✓ Day Week Month ► Q-	
▼ ON MY MAC	2011 Monday, May 9	
Home	all-day	
✓ Work ► GO2GIRLSDEMO@GMAIL	8 AM	- C
▶ DELEGATES	9 AM	
	10 AM 10:00 AM	
	Pre-existing event - client consultation. 11 AM	
	Noon	
	1 PM	
	2 PM	
<ul> <li>May 2011 ►</li> </ul>	3 PM 3:00 PM	
Sun         Mon         Tue         Wed         Thu         Fri         Sat           1         2         3         4         5         6         7	4 PM	
8 9 10 11 12 13 14	5 PM	
15 16 17 18 19 20 21		_
22 23 24 25 26 27 28	6 PM	_
29 30 31	7 PM	
		× 1.

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





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.

0	00								iCal						
Γ	oda	y						Day	Week	Month		Q.			
▶ (	DN M	IY M	AC				2011	2011 Monday, May 9							
•	GO20	IRLS	SDEN	10@	GMA	I L	all-day								
	<b>2</b> •	o2g	irlsd	emo	@gm	ai	8 AM						^		
► 0	DELE	GAT	ES												
							9 AM -								
							10 AM								
							11 AM -								
							Noon								
							1 PM -								
							2 PM -								
		M													
Sun	Mon	Tue	wed Wed	Thu	Fri	Sat	3 PM -								
1	2	3	4	5	6	7	4 PM								
8	9	10	11	12	13	14							u		
15	16	17	18	19	20	21	5 PM -								
22	23	24	25	26	27	28	6 PM								
29	30	31													
							7 PM -						×		
Π			$\mathbb{N}$										R		
_	_	_													



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



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

	ical import	
	📋 Desktop	<b>†</b> Q
▶ DEVICES	Home.ics	▼ Preview:
▶ SHARED	Move iCal Calendar Screen sh29.30 PM	
V PLACES	Screen sh31.12 PM	
💹 Desktop	Screen sh32.21 PM	
👚 go2girlsdemo	Screen sh33.42 PM	
Applications	Screen sh33.55 PM	
Documents	Screen sh35.55 PM	ICS
	Screen sh36.45 PM	
▶ SEARCH FOR	Screen sh38.08 PM	Name Home.ics
	Sync Goor with iCal 🕨	Kind iCal file
	Syncingr with iCal	Created Today 9:35 PM
		Modified Today 9:35 PM
		Last opened Today 9:35 PM
	11	
		) +
		Cancel Import

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

Add events			
17	Adding new events This calendar contains new events. Please select a destination calendar: go2girlsdemo@gmi		
	Cancel OK		



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

00		iCal
Today	•	Day Week Month 🕨 🔍
► ON MY MAC	2011	Monday, May 9
▼ GO2GIRLSDEMO@GM *	all-day	
🗹 go2girlsdemo@gmai	8 AM	
▶ DELEGATES	9 AM	
	10 AM	
	11 AM	10:00 AM Pre-existing event - client consultation.
	Noon	
	1 PM	1:00 PM Pre-existing event - Strategy Meeting
0	2 PM	
◄ May 2011 ► Sun Mon Tue Wed Thu Fri Sat	3 PM	3:00 PM
1 2 3 4 5 6 7	4 PM	Pre-existing event - Conference Can
8 9 10 11 12 13 14 15 16 17 18 19 20 21	5 PM	
22 23 24 25 26 27 28	6 PM	
29 30 31	7 PM	
		جو

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

00	Google Calendar 🔒
+ 10 https://ww	w.google.com/calendar/render?tab=mc& 📧 C) Qr Google
💭 🎹 Apple Yahoo! G	oogle Maps YouTube Wikipedia News (12)▼ Popular▼
Gmail Calendar Documer	nts Photos Reader Web more - go2girlsdemo@gmail.com - 🏟
Google calendar	Search my calendars Show search options
Create event Quick add	Today Monday, May 9, 2011
	Print Refresh Day Week Month 4 Days Agenda
<u>May 2011</u>	Monday 5/9
SMTWTFS	GMT-08
24 25 26 27 28 29 30	
1 2 3 4 5 6 7	9am
8 9 10 11 12 13 14 15 16 17 18 19 20 21	
22 23 24 25 26 27 28	10am <b>10 - 11</b> 🕸
<b>29 30 31</b> 1 2 3 4	Pre-existing event - client consultation.
My calendars	11am
go2girlsdemo@gmail.c	
Tasks 🔽	12pm
Add Settings	1nm 1n - 2n 0
Other calendars	Pre-existing event - Strategy Meeting
Add a friend's calendar	2pm
Contacts' birthdays and 🗖	
US Holidays     Add   Settings	3pn 3p - 4p ₪ Pre-existing event - Conference Call
	4pm
	5pm
	6pm
	Prevent pop-up reminders from interrupting what you're doing. Learn more Next tip



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.



