

# Calendar Transition Checklist

## How do I migrate my Oracle Calendar Data into Google Calendar?



Your Oracle Calendar data will **not** automatically be imported into your Google Calendar account. If you want to transfer the data, you have the option of manually importing a copy of the information; however, some important information may be lost in the move. Ultimately, the data that is imported is only a snapshot of your current schedule and will not retain information such as attendee data, meeting notes, and repeating event links. You will need to reenter the data in your new calendar if this information is needed. Should you need help with the process, contact the Help Desk.

## When should I migrate my calendar data over?

Once you choose to Opt-In for the email migration and your account has been created you can begin importing a **read-only** copy of your calendar into your account. We would recommend that you hold off on making corrections and reestablishing missing information for those events until July 27<sup>th</sup>, when all current Oracle Calendar users will be on the new system. At that time all other calendar users will be available in the new system to reestablish attendee / group member data.

## Calendar Migration Tasks:

- Update Oracle Calendar client to version 10 if needed ([contact help desk for assistance](#)).
- Export Oracle Calendar Data to an iCalendar file. See [Exporting Calendar Data](#) Quick Start.
- Import iCalendar file into your PLU Google-apps account (read-only)
- Restore guest / attendee data to appointments. *Wait till after July 27 8am so all calendar users will be available.*
- Repair links for repeating events
- Reestablish any attachments or meeting notes
- Grant access rights to others to view or update your calendar (Settings -> Share this calendar)
- Update mobile accessories to sync with Google Calendar ([more info](#))
- Install Google Gears / Offline Calendar ([contact help desk for assistance](#)). See [Google Gears](#).

