

# Preparation: Export Your Calendar



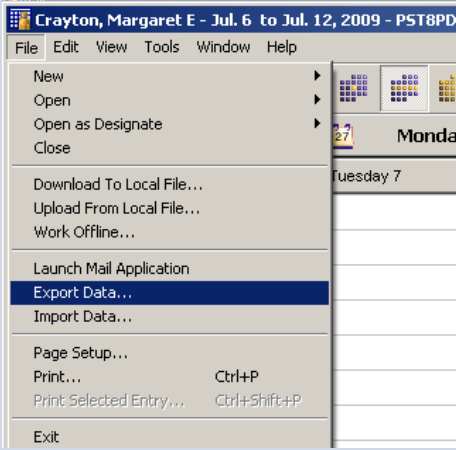
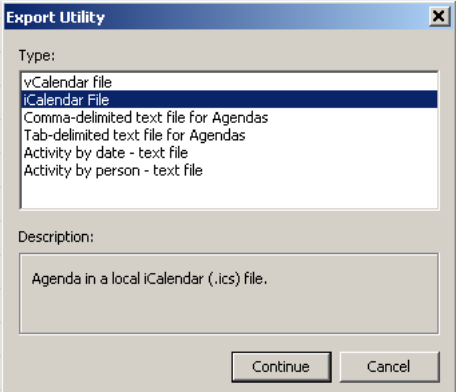
## Preparation for Migrating Your Oracle Calendar to Google Apps

Instructions for archiving your Oracle Calendar data can be found in a separate document.

If you want to transfer the Oracle calendar data into Google Apps, 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. If you decide to migrate the data, we assist you by providing the following instructions to export the data from Oracle Calendar. If questions should arise before, during or after you've exported the data, please contact the Help Desk at ext. 7525.

Screen shots in portions of this document were taken from an earlier version of Oracle Calendar. While there may be some differences in the images compared to what you see on your computer screen, the concepts are the same.

Note: Not all data will be available after this transition.

Steps	Oracle Calendar Images
<p>Log in to your Oracle Calendar. Click on the "File" menu and select 'Export Data'.</p>	
<p>When the "Export Utility" window opens, choose 'iCalendar File'.</p> <p>Click on the "Continue" button.</p>	

# Preparation: Export Your Calendar

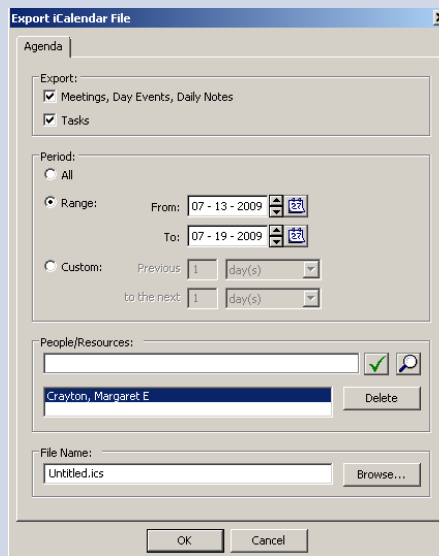


Steps	Oracle Calendar Images
-------	------------------------

You'll need to select a range of dates.

You may choose the last two years or a shorter or longer time period. You'll then need to specify the location where you want to explore the file and provide a name for the file.

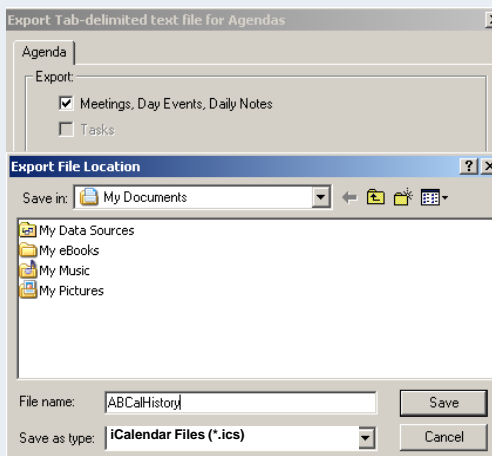
Next, click on the "Browse" button to specify the locations.



The default folder will probably be the "My Documents" folder. You can also choose a different folder. If your choice is the "My Documents" folder as shown in this example, enter a name in the 'File name' box.

In this example, you might consider your first and last initials, the word Cal + the word History.

Accept "iCalendar Files (\*.ics)" in the 'Save as type' box. Once you've entered the name of the file, click on the 'Save' button.



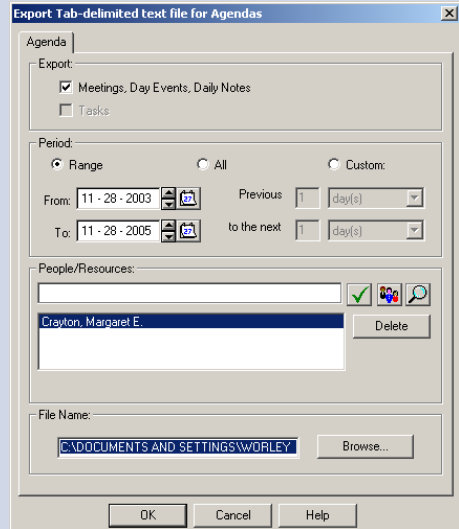
# Preparation: Export Your Calendar



Steps	Oracle Calendar Images
-------	------------------------

You will need to know the actual path to locate the file if you import the file to Google-Apps.

To find out the path, click in the "File Name" box and use your right and left arrow keys on your keyboard to see the entire path. Click 'OK'.



After the data is exported, you'll see the message "All data was transferred".

Click on the 'OK' button.

