

Migrating your Meetingmaker to Google Calendar

Software: Google Calendar

Platform: Mac/PC

Overview:

With the switch from Meetingmaker to Google Calendar, we are encouraging users to follow our “import the past, recreate the future” method. This means that if you want to keep a record of past Meetingmaker events, you will need to import these meeting times into your new LCcalendar. However, please keep in mind that **doing this will not keep a list of the past attendees**. If this is a feature you need, please contact someone in IT. Below are step-by-step instructions on exporting events from meetingmaker and importing them into LC Calendar.

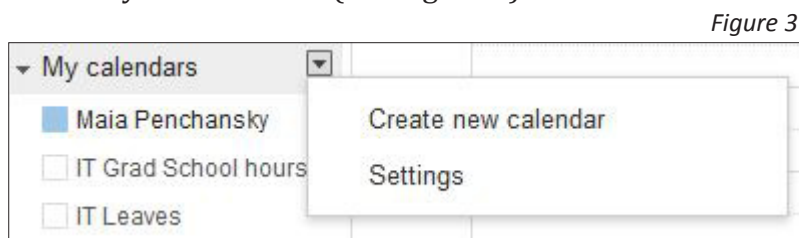
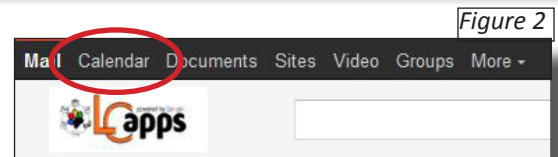
1. In your Meetingmaker calendar, click on the **File** menu and select **Export as iCalendar by Date**.

2. Select the dates from Meetingmaker you would like to migrate to your Google Calendar (make the end date 5/21/2012). Click **Export single file** and click OK (see Figure 1). This can take several minutes, so please be patient.

3. Save the file in a place you can easily find, such as your desktop.

4. Go to **lccalendar.lclark.edu** or simply log into your LCapps and click on **Calendar** (see Figure 2).

5. When in Calendar, click on the down arrow next to My calendars and select **Settings**. This will open the settings page for all of your calendars (see Figure 3).



6. Click **Import Calendar**. Here you will browse for the Meetingmaker calendar file you exported earlier. Choose the Google Calendar from the drop down menu where you want these events to be saved and click **Import** (see Figure 4).

7. Congratulations! All of your events should now appear on your LC Calendar. **Remember**, all attendees of previous meetings will not be imported.

