

# Gael Calendar

<http://gaelcal.stmarys-ca.edu>



Galileo 111  
Phone:  
(925)631-4266

<http://cats.stmarys-ca.edu/training>

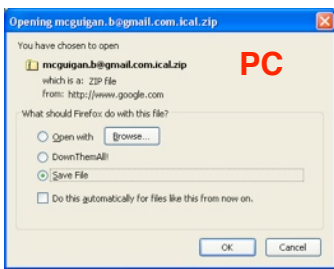
## Export Your Public Calendar

1. **Log into** the public Google calendar

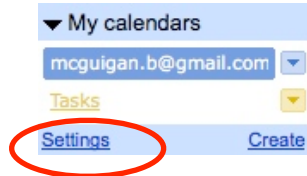


This box will appear

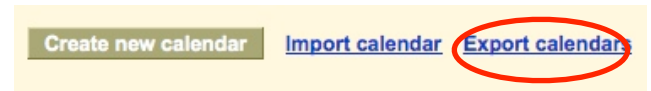
4. Click **Save** with then **OK**



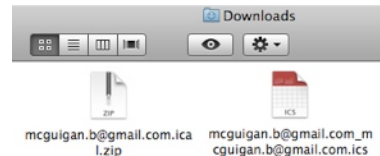
2. At the bottom of the “My calendars” list on the left side of the page, click the **Settings** link



3. Select the **Calendar Settings** page, click the **Export** calendars link at the bottom of the My Calendars section



5. The calendar will be in your Downloads or desktop. This is a compressed file with each calendar under the My calendar exported as a different file. To expand the file double click this file.



6. The calendar will be in your Downloads file as an ics file. Follow the steps below to import.

## Import Your Gael Calendar

1. Log into Gaelcalendar account (<http://gaelcal.stmarsy-ca.edu>)

2. At the bottom of the “My calendars” list on the left side of the page, click the **Settings** link.

3. On the Calendar Settings page, click the **Import calendar** link at the bottom of the My Calendars section.

4. Browse to the Saved file from the export above. Choose the Google Calendar where you'd like to import events, then click **Import**.

5. If all is works correctly you should receive notification of how many events were imported.

