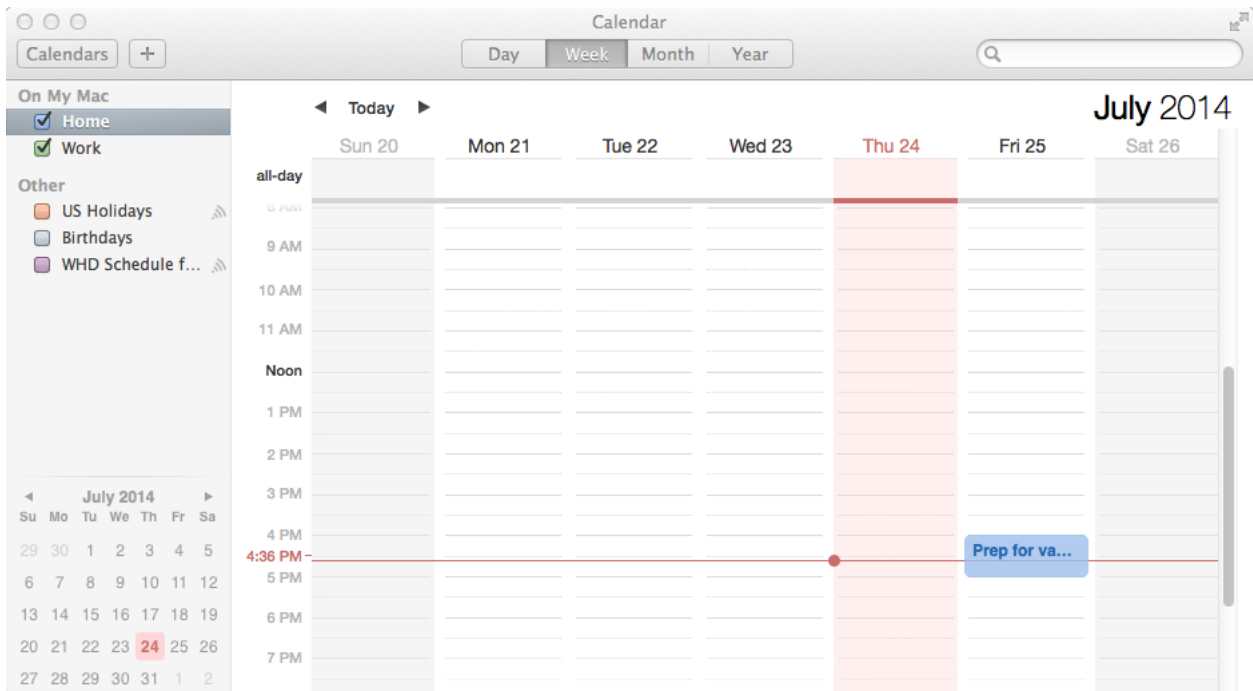


## Syncing your Mac iCal with the your college GAE calendar

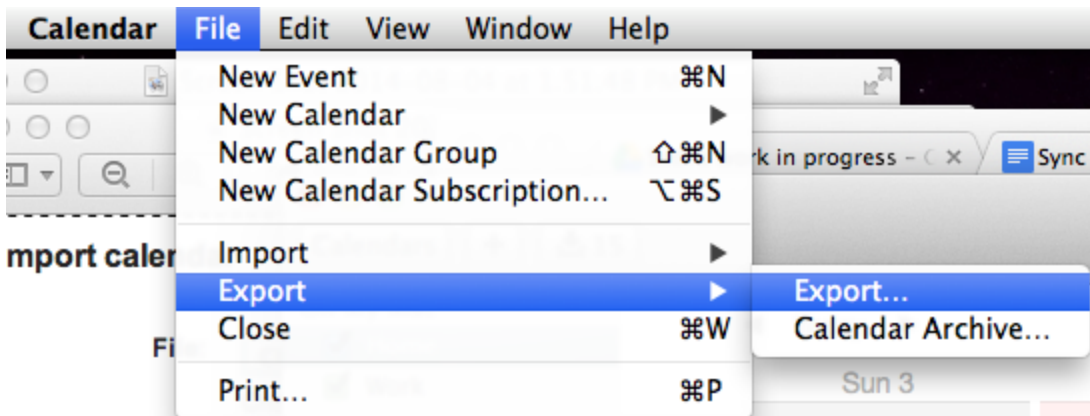
NOTE - if you have data in your Mac iCal now that you would like to sync with GAE calendar you first need to export that data, import it into GAE calendar, then start using the GAE calendar as the master. If you don't have existing data that needs to be synced skip to "Step 2" below.

### Step 1 - Exporting and Importing your Mac iCal calendar

Open iCal and select the calendar on the left to export (in this example Home).



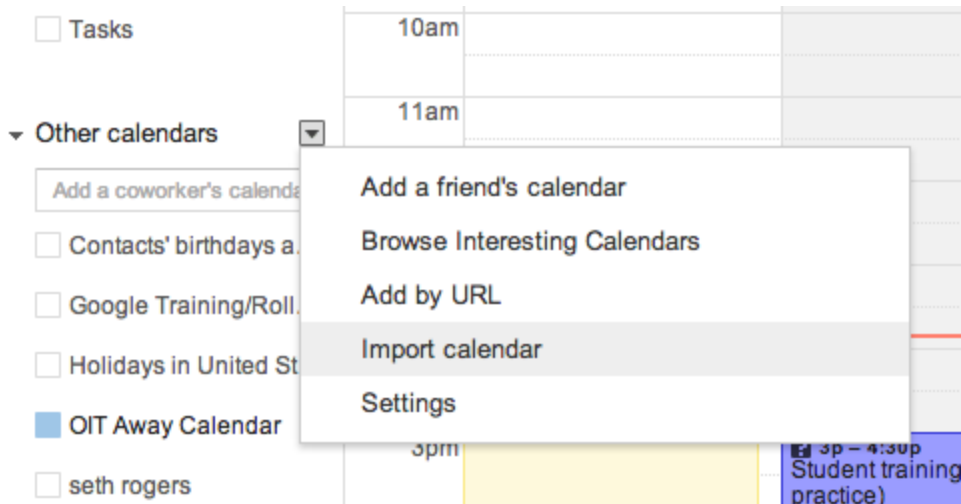
From the File menu choose Export: Export



Save the file somewhere logical like the Desktop or Documents folder. The file will be named <calendar-name>.ics

Log in to your GAE account from a web browser (to <http://calendar.williams.edu>)

Click the down arrow to the right of Other calendars and choose Import calendar



Click Choose File and locate the <calendarname>.ics file you saved previously

### Import calendar



**File:**  Home.ics

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

**Calendar:**

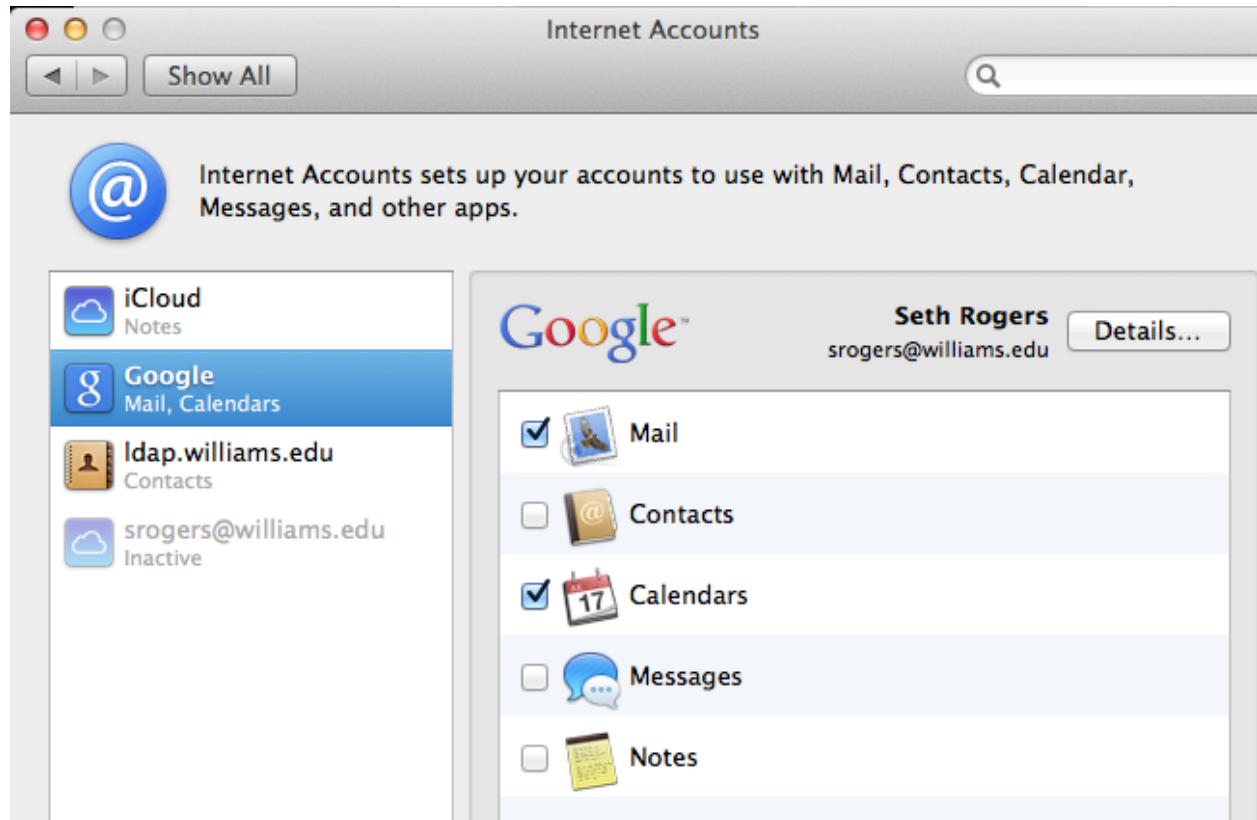
Choose the calendar where these events should be saved.

If you have multiple GAE calendars you can choose which one to import the data into, or simply choose your main calendar which will be your name.

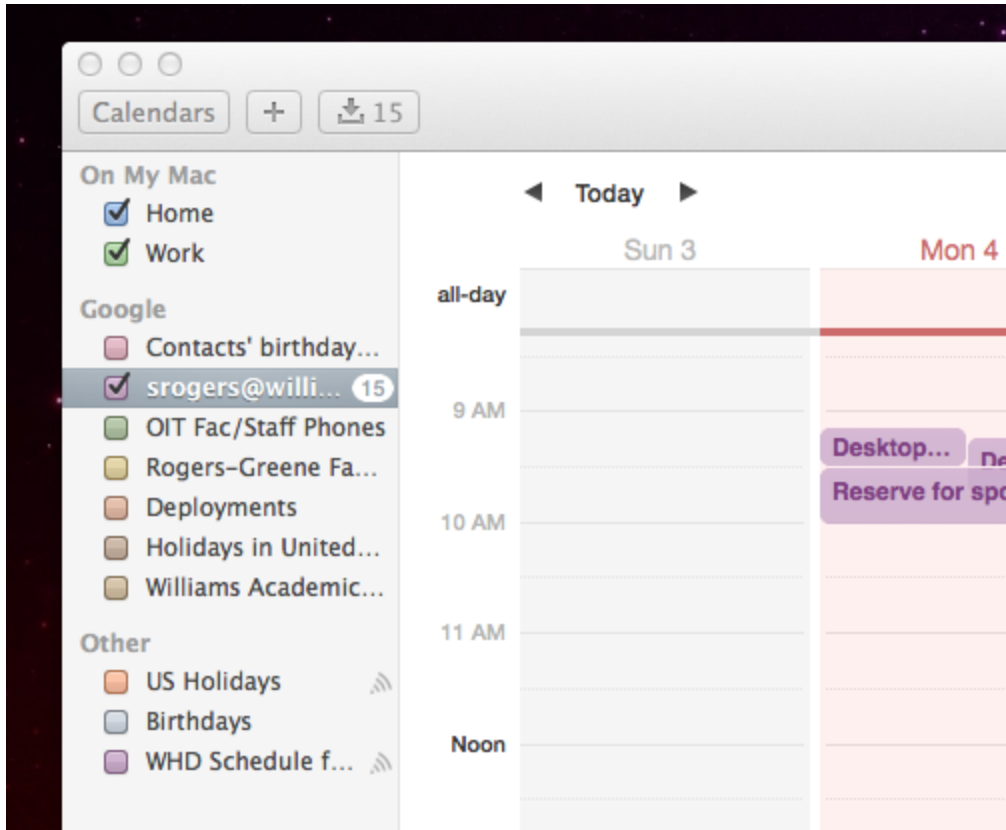
## Step 2 - add the GAE calendar to iCal

Now go back to your Mac iCal program. If you have already set up your Mac Mail program to read your college GAE mail you will simply enable it as a calendar.

Go to the Calendar menu and choose Accounts. Select your college GAE account on the left (it will probably say Google) and check the Calendars option on the right.



Now in your iCal program you will see the GAE calendar(s) (probably under Google)



This is now your master calendar (the one that will sync). If you want to see it on multiple devices (like other Macs, iPhones or iPads) add the GAE calendar to them as well.