PANDUAN MENGIMPOT KALENDAR DARIPADA DESKNOW KE GMAIL

Proses Impot Kalendar Daripada DeskNow Ke Gmail
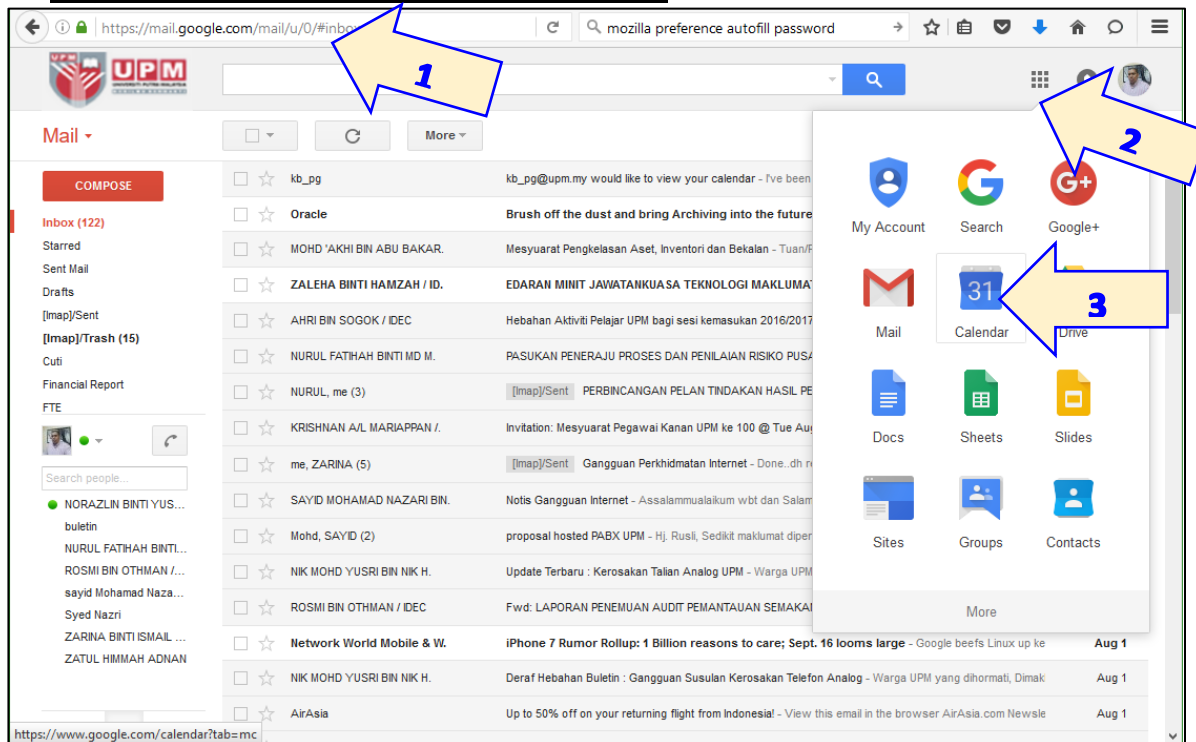
A. Ekspot Kalendar DeskNow Kepada iCal
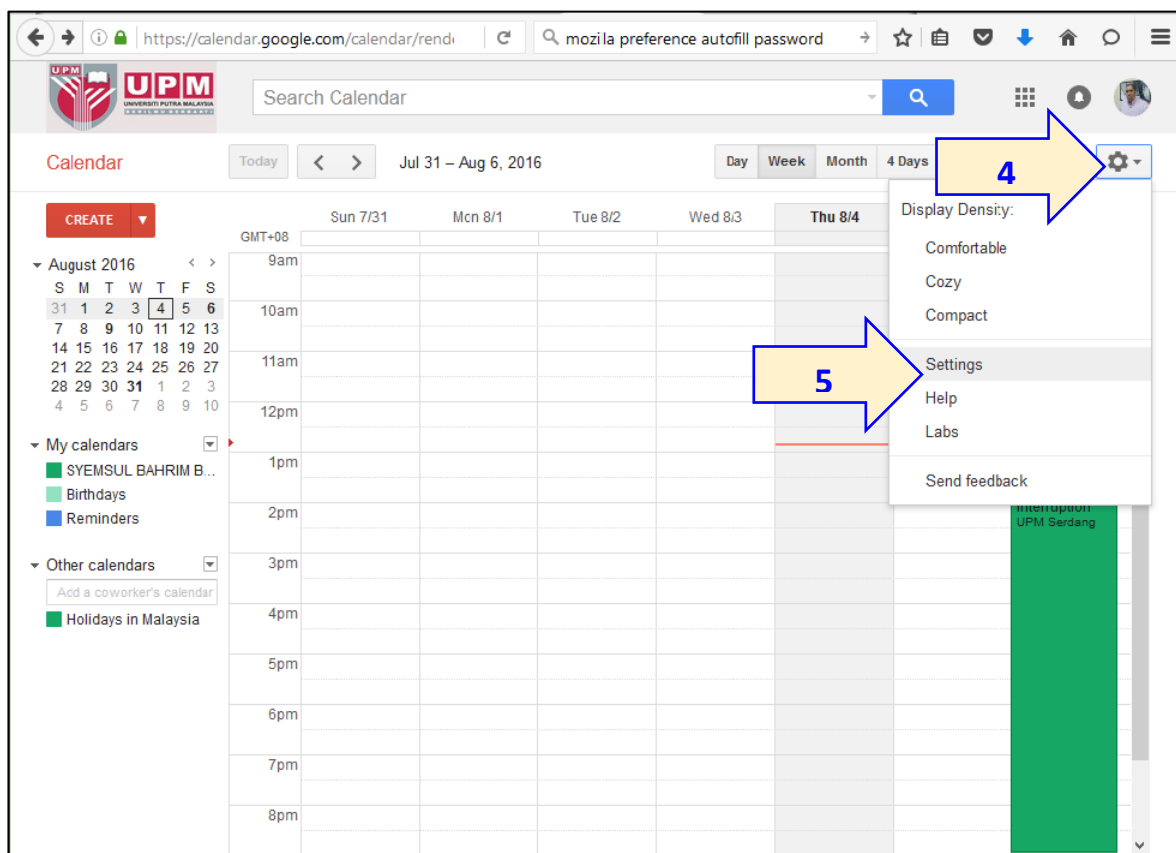

Langkah-langkah :-

1. Akses **desknow.upm.edu.my**
2. Klik pada **My Calendar** untuk akses aplikasi kalendar
3. Klik pada ikon setting **Calendars.** Pilih **My Calendar**
4. Klik **Export to iCal**
5. Pilih **Save File (*My calendar.ics*)** dan klik **OK.**
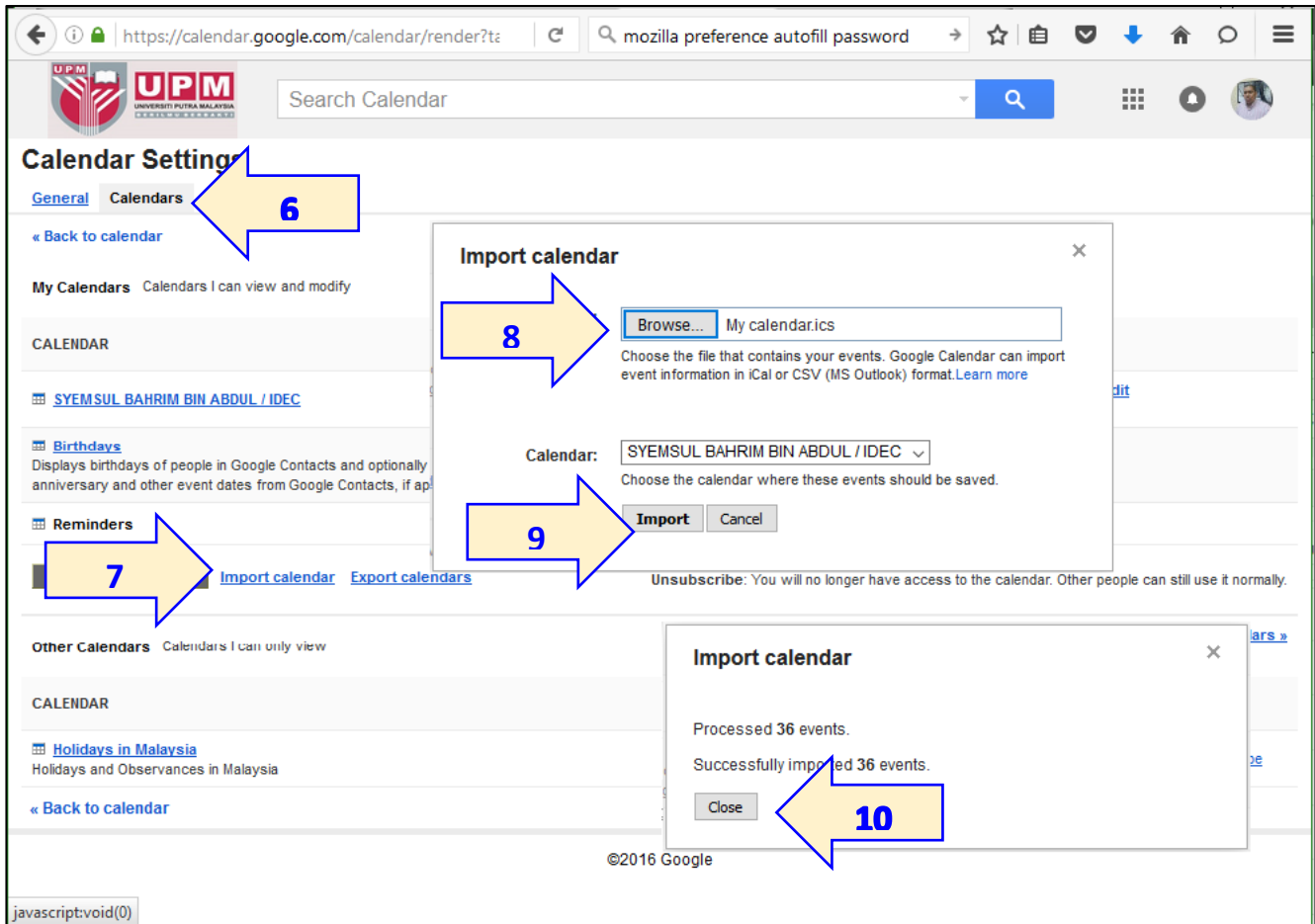
B. Impot Kalendar iCal Ke Google Calendar

Langkah-langkah :-

1. Akses **email.upm.edu.my** (*Email@gmail*)
2. Klik pada ikon **More Apps** untuk pilihan aplikasi
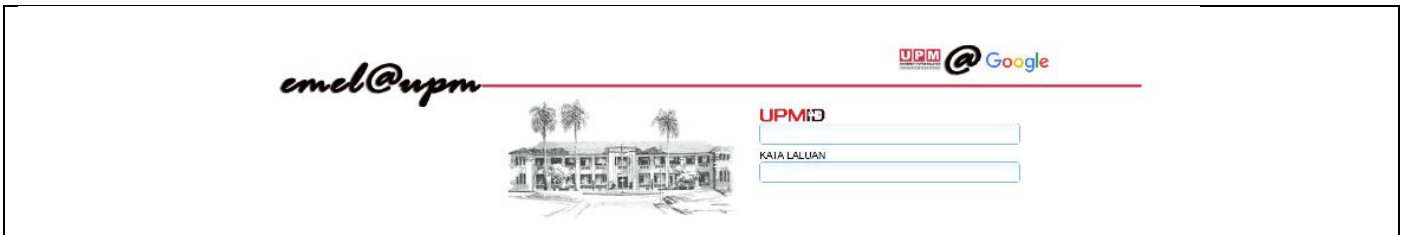3. Klik pada ikon **Calendar**

4. Klik pada ikon setting kalendar**.**
5. Klik **Settings** untuk akses setting kalendar

6. Klik pada tab **Calendar**
7. Klik **Import Calendar**
8. Klik **Browse** dan pilih fail *My calendar.ics* yang telah disimpan dalam proses ekspot kalendar DeskNow sebelum ini.
9. Klik **Import**
10. Klik **Close** untuk melengkapkan proses impot calendar.

DESKNOW TO GMAIL : CALENDAR IMPORT GUIDE

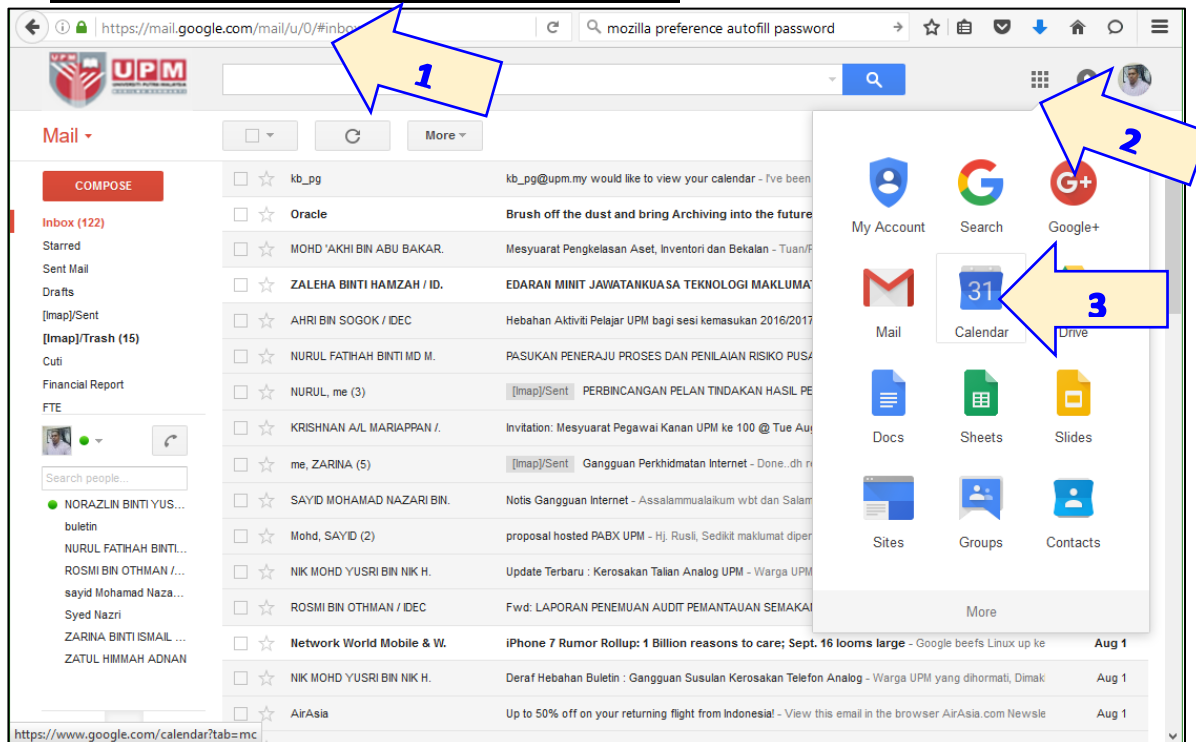## DeskNow To Gmail Calendar Importing Processes

C. Export DeskNow Calendar To iCal
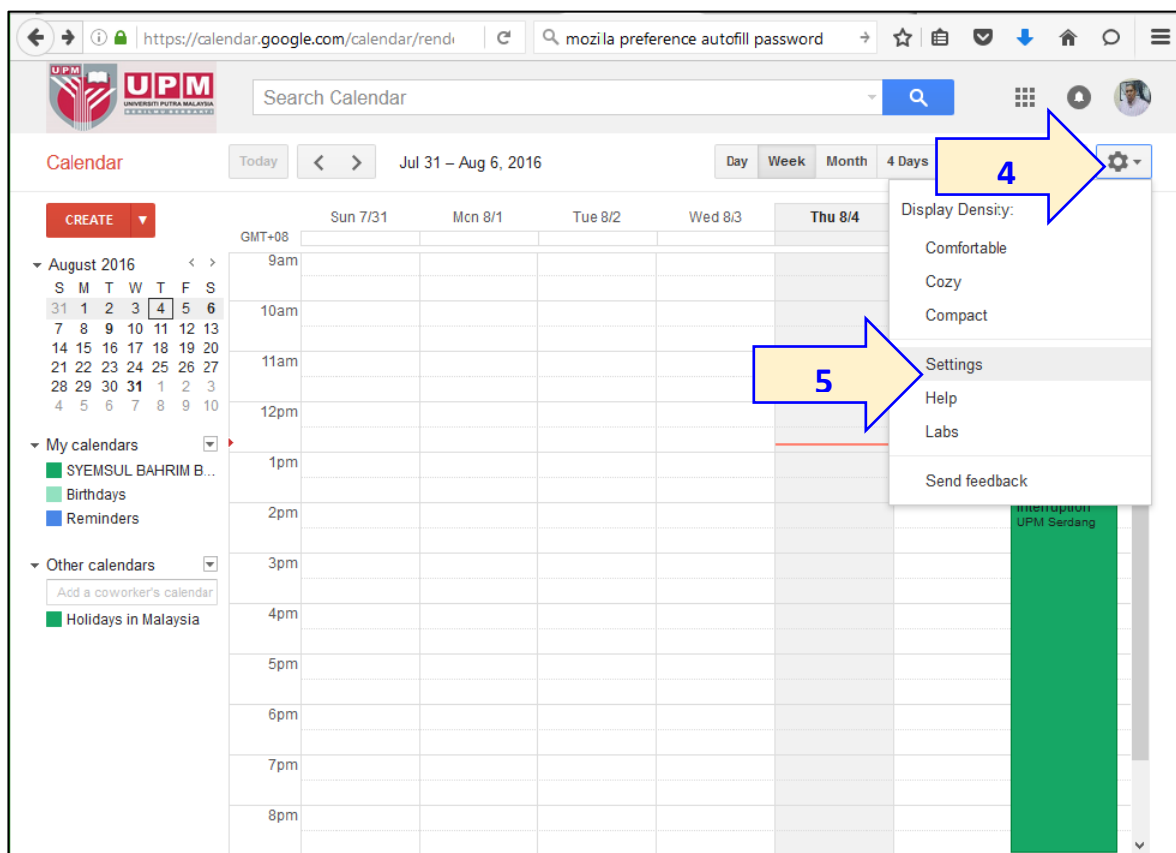

Steps :-

6. Access **desknow.upm.edu.my**
7. Click **My Calendar** to access calendar apps
8. Click on **Calendars** setting icon**.** Choose **My Calendar**
9. Click **Export to iCal**
10. Choose **Save File (***My calendar.ics***)** and Click **OK**

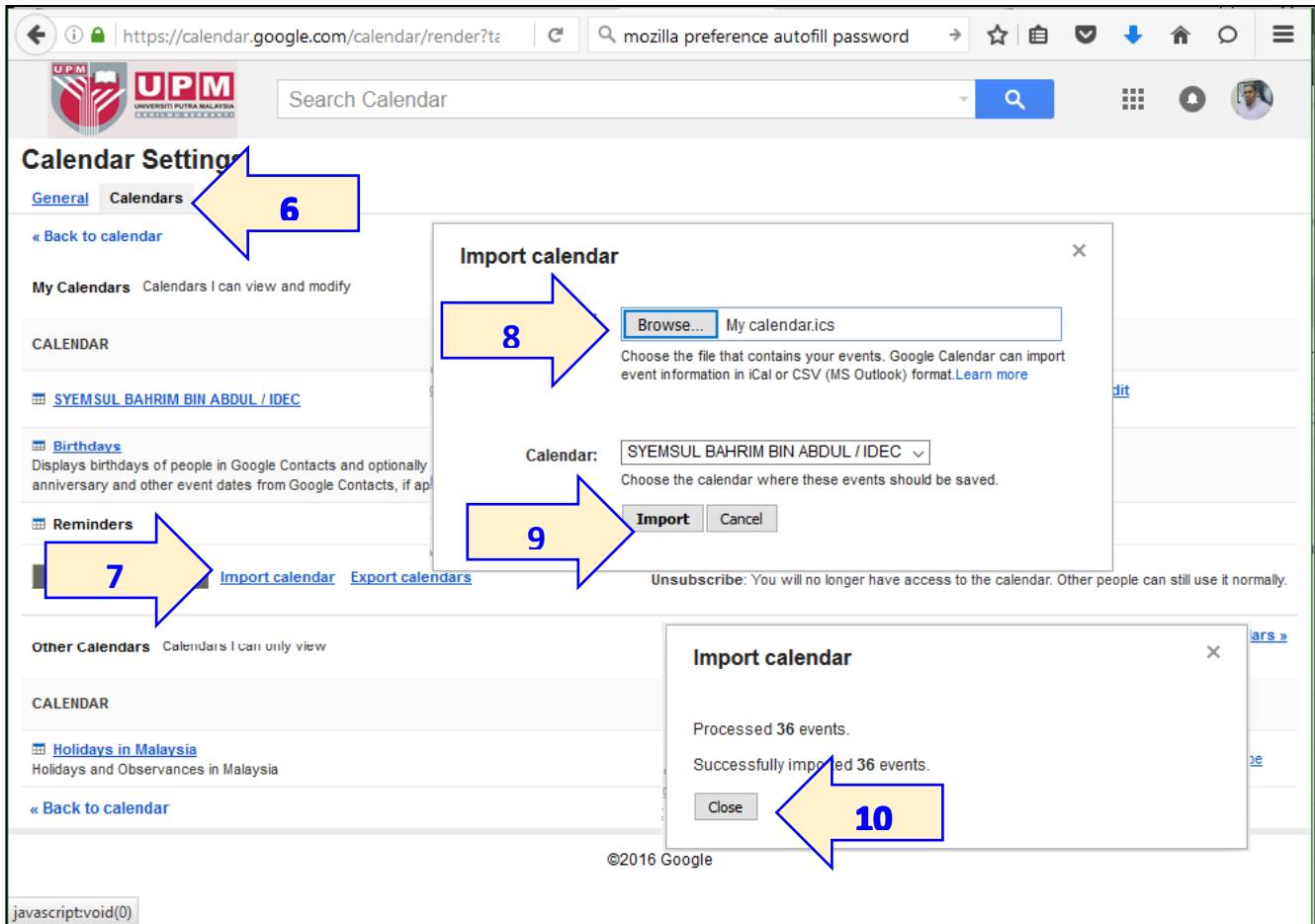## D. Import iCal Calendar To Google Calendar

Steps :-

11. Access **email.upm.edu.my** (*Email@gmail*)
12. Click on **More Apps** icon for more apps
13. Click on **Calendar** icon

14. Click on calendar setting icon
15. Click **Settings** to access calendar setting

16. Click on **Calendar** tab
17. Click **Import Calendar**
18. Click **Browse** and choose *My calendar.ics* file previously saved in DeskNow calendar exporting process
19. Click **Import**
20. Click **Close** to complete the calendar import process