

PANDUAN MENGIMPOT KALENDAR DARIPADA DESKNOW KE GMAIL



Proses Impot Kalendar Daripada DeskNow Ke Gmail

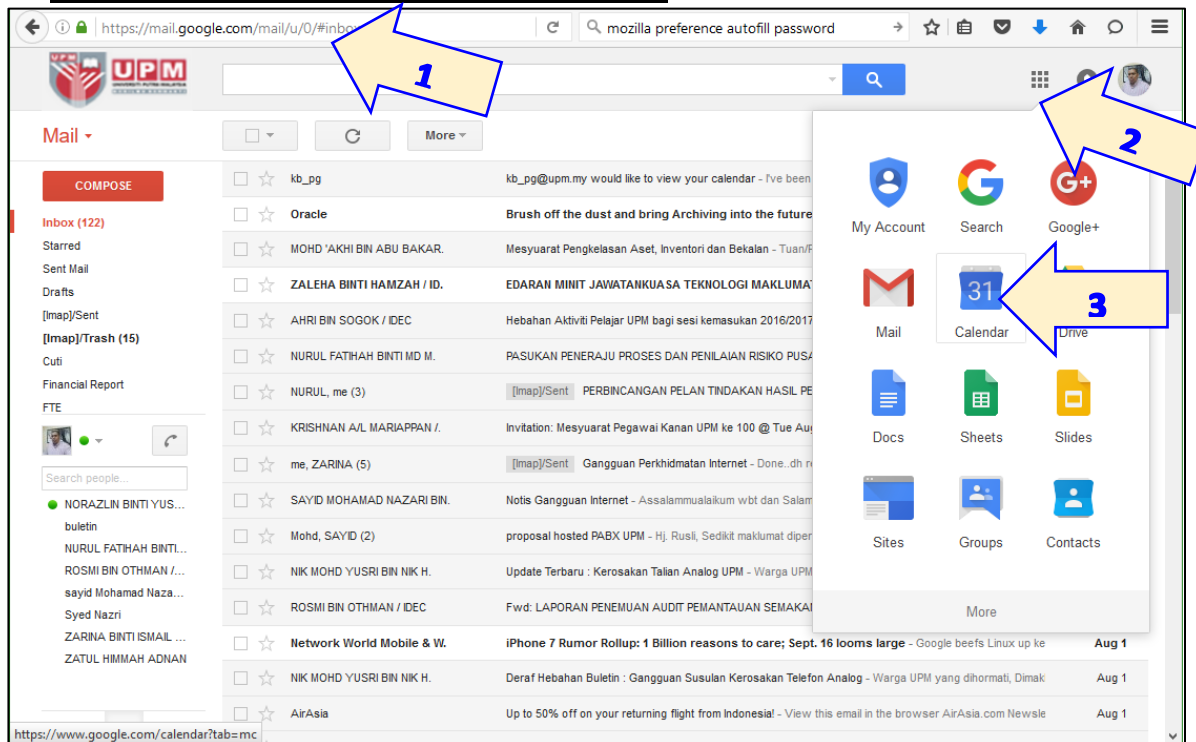
A. Ekspot Kalendar DeskNow Kepada iCal

The screenshot shows the DeskNow calendar interface. The browser address bar displays 'desknow.upm.edu.my/deskn...'. The left sidebar contains navigation options: Homepage, Mail, Files, Message Boards, Calendar (with 'My calendar' selected), Tasks, Contacts, and Preferences. The main calendar area shows 'Thursday, August 4 2016' with a 'Full day events' section. A 'Calendars' menu is open, showing 'My calendar' selected. A context menu is visible over the calendar, with 'Export to iCal' highlighted. A dialog box titled 'Opening My calendar.ics' is open, showing the file name 'My calendar.ics' (184 kB) and the source URL 'http://desknow.upm.edu.my'. The dialog offers options to 'Open with Microsoft Outlook (default)' or 'Save File', with 'Save File' selected. An 'OK' button is at the bottom of the dialog.

Langkah-langkah :-

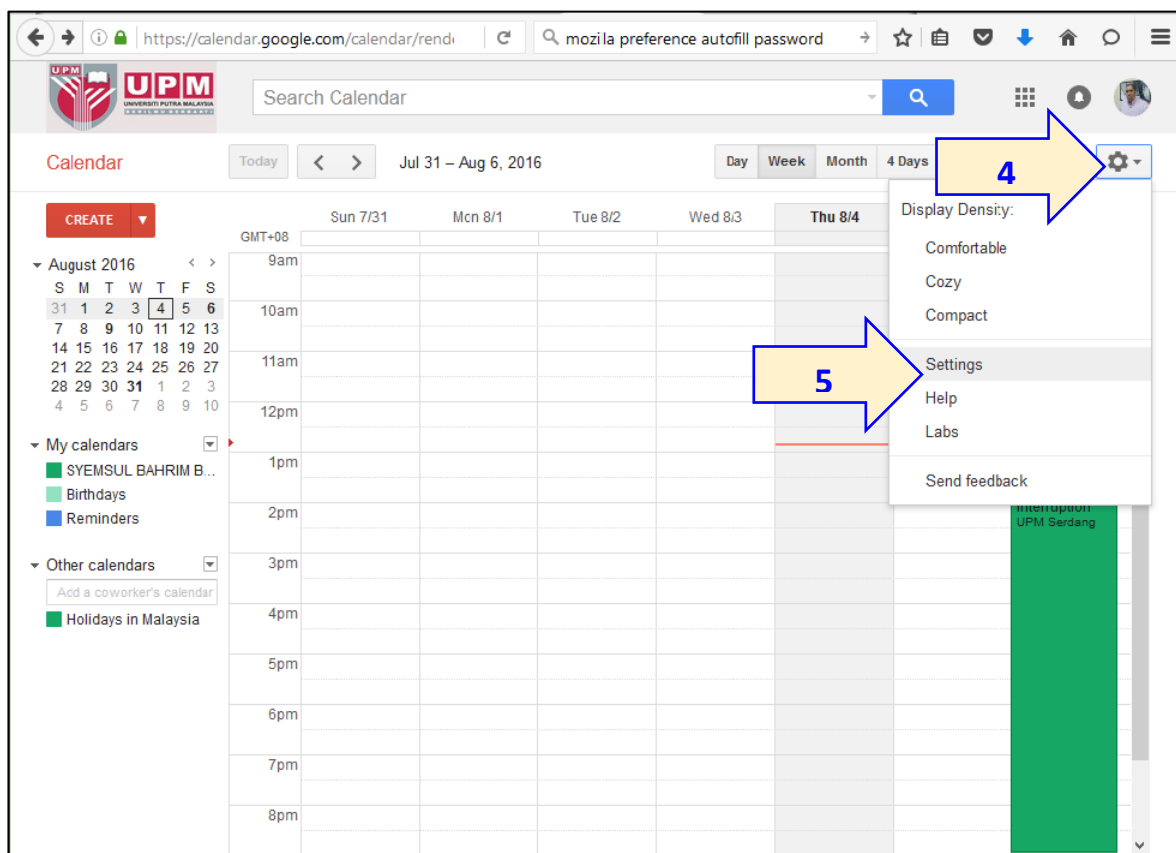
1. Akses **desknow.upm.edu.my**
2. Klik pada **My Calendar** untuk akses aplikasi kalendar
3. Klik pada ikon setting **Calendars**. Pilih **My Calendar**
4. Klik **Export to iCal**
5. Pilih **Save File (My calendar.ics)** dan klik **OK**.

B. Impot Kalender iCal Ke Google Calendar

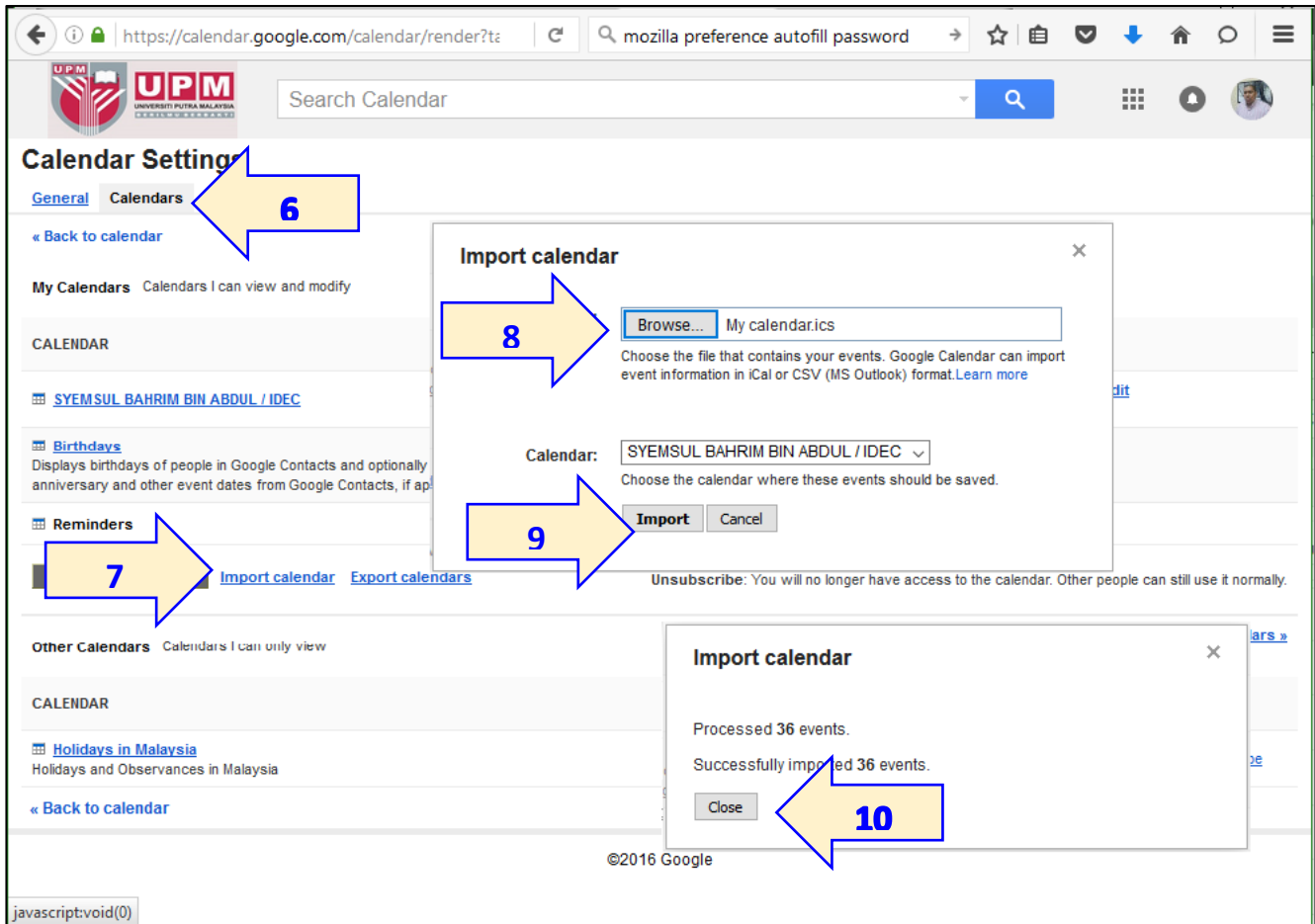


Langkah-langkah :-

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

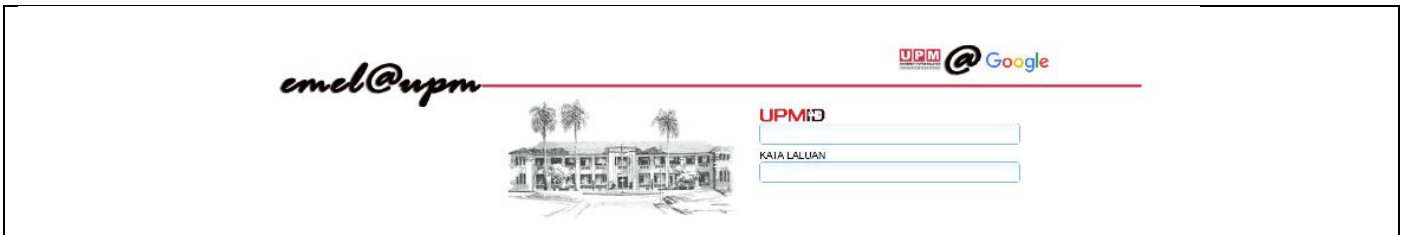


4. Klik pada ikon setting kalender.
5. Klik **Settings** untuk akses setting kalender



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

DESKNOW TO GMAIL : CALENDAR IMPORT GUIDE



DeskNow To Gmail Calendar Importing Processes

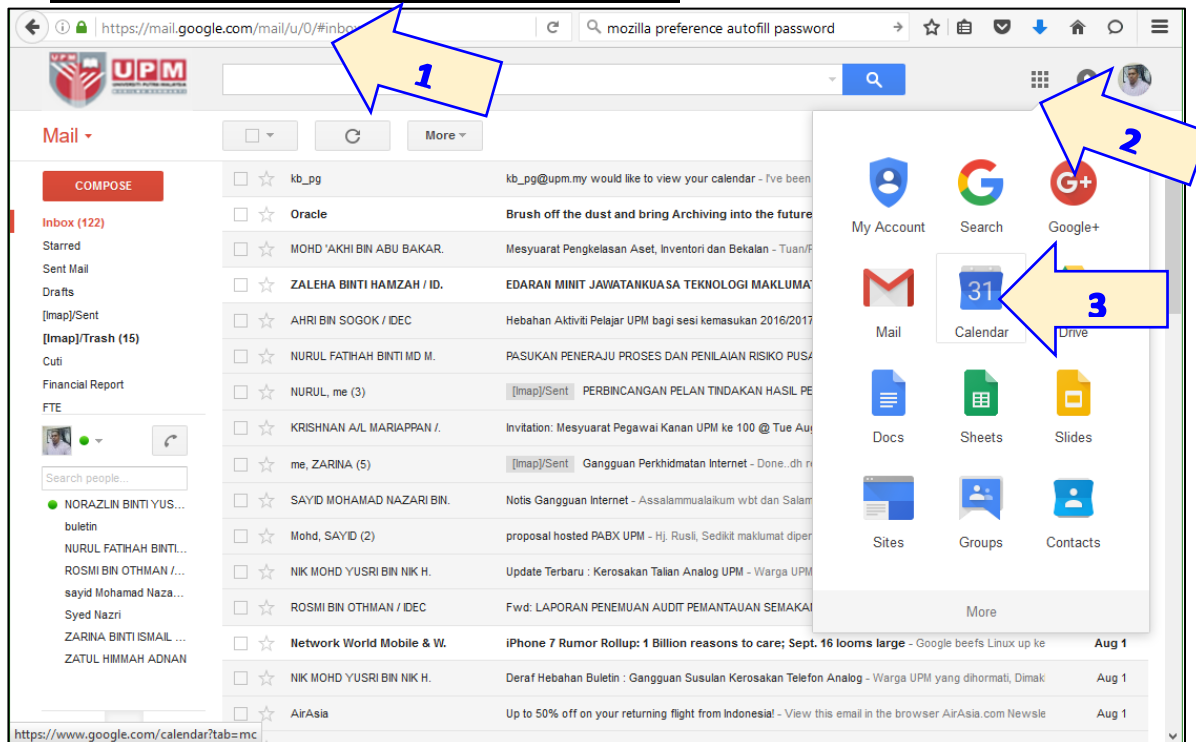
C. Export DeskNow Calendar To iCal

The screenshot shows the DeskNow calendar interface. The browser address bar is `desknow.upm.edu.my/desknow/hc`. The user is logged in as Syemsul Bahrim Abdul. The calendar view is set to 'Today' (Thursday, August 4, 2016). A context menu is open over the 'My calendar' link, showing options: 'Properties & sharing', 'Clear calendar', 'Import from iCal', and 'Export to iCal'. A file dialog box is open, showing the file 'My calendar.ics' (184 kB) from `http://desknow.upm.edu.my`. The dialog asks 'What should Firefox do with this file?' with options: 'Open with Microsoft Outlook (default)', 'Save File' (selected), and 'Do this automatically for files like this from now on.'. The 'OK' button is highlighted.

Steps :-

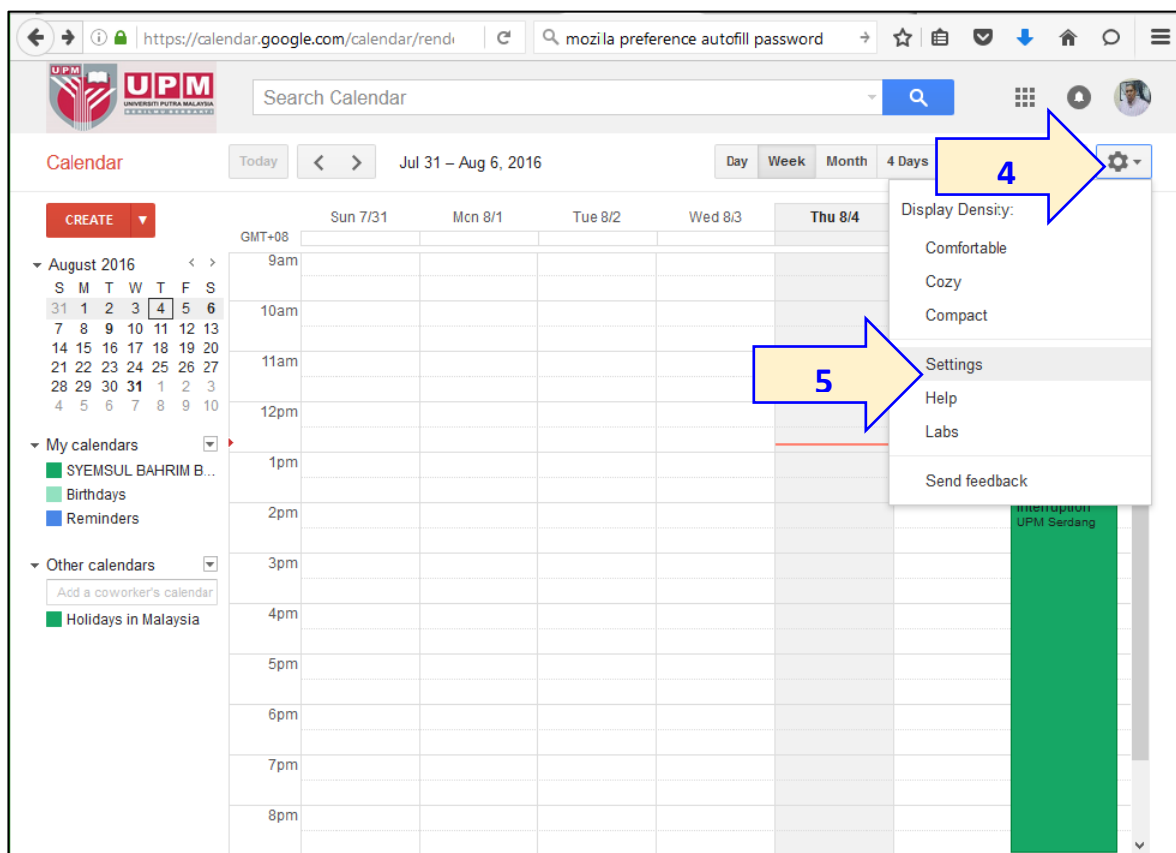
6. Access **desknow.upm.edu.my**
7. Click **My Calendar** to access calendar apps
8. Click on **Calendars** setting icon. Choose **My Calendar**
9. Click **Export to iCal**
10. Choose **Save File (My calendar.ics)** and Click **OK**

D. Import iCal Calendar To Google Calendar

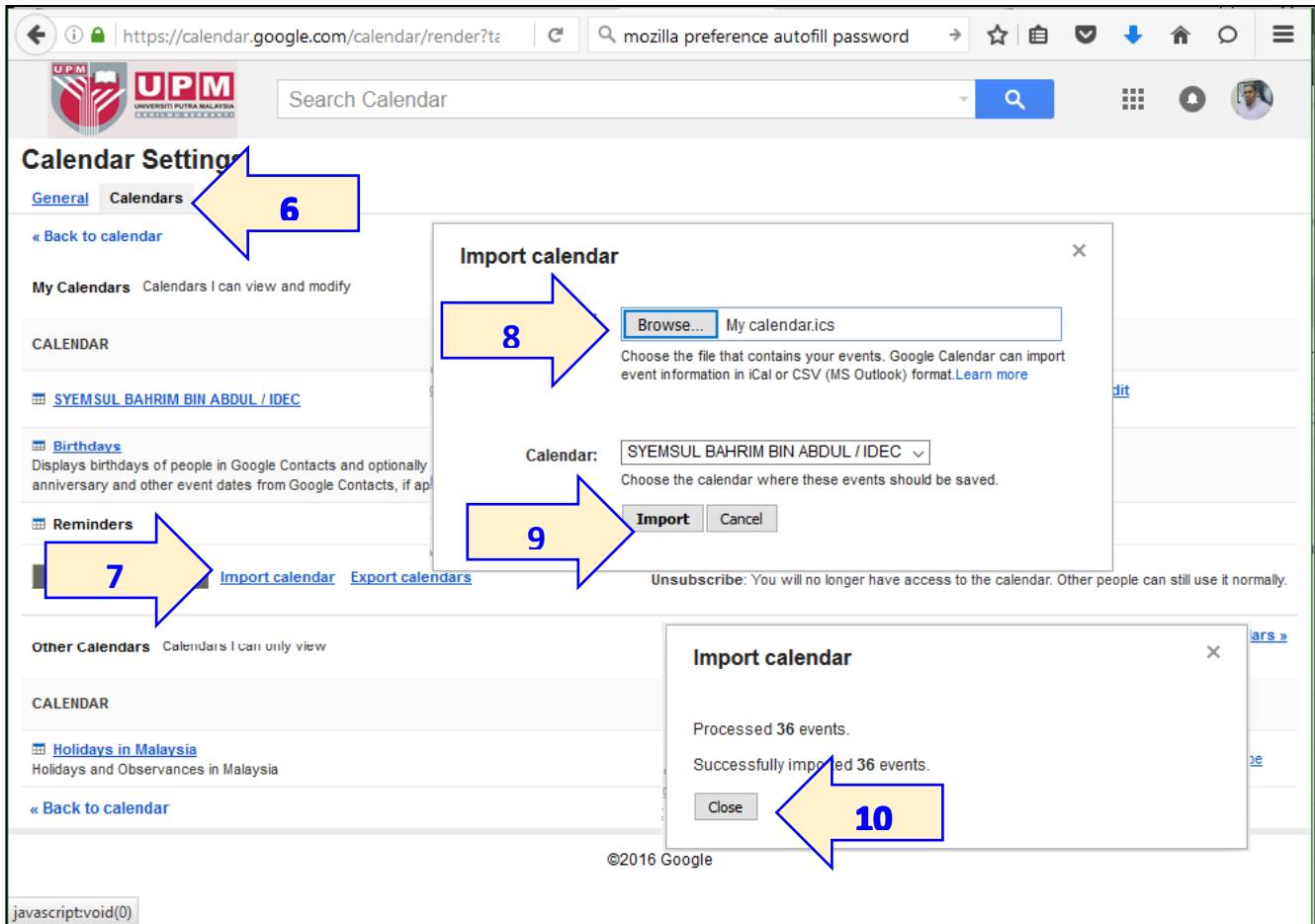


Steps :-

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