PANDUAN MENGIMPOT KALENDAR DARIPADA DESKNOW KE GMAIL

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Proses Impot Kalendar Daripada DeskNow Ke Gmail

A. Ekspot Kalendar DeskNow Kepada iCal

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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

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	🗌 🕁 AirAsia	Up to 50% off on your returning flight from Indonesia! - View thi	s email in the browser	AirAsia.com Nev	wsle Aug 1

Langkah-langkah :-

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

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

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- 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

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DeskNow To Gmail Calendar Importing Processes

C. Export DeskNow Calendar To iCal

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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

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	AirAsia	Up to 50% off on your returning flight from Indonesia! - View thi	s email in the browser	AirAsia.com Nev	vsle Aug 1

Steps :-

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

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

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- 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