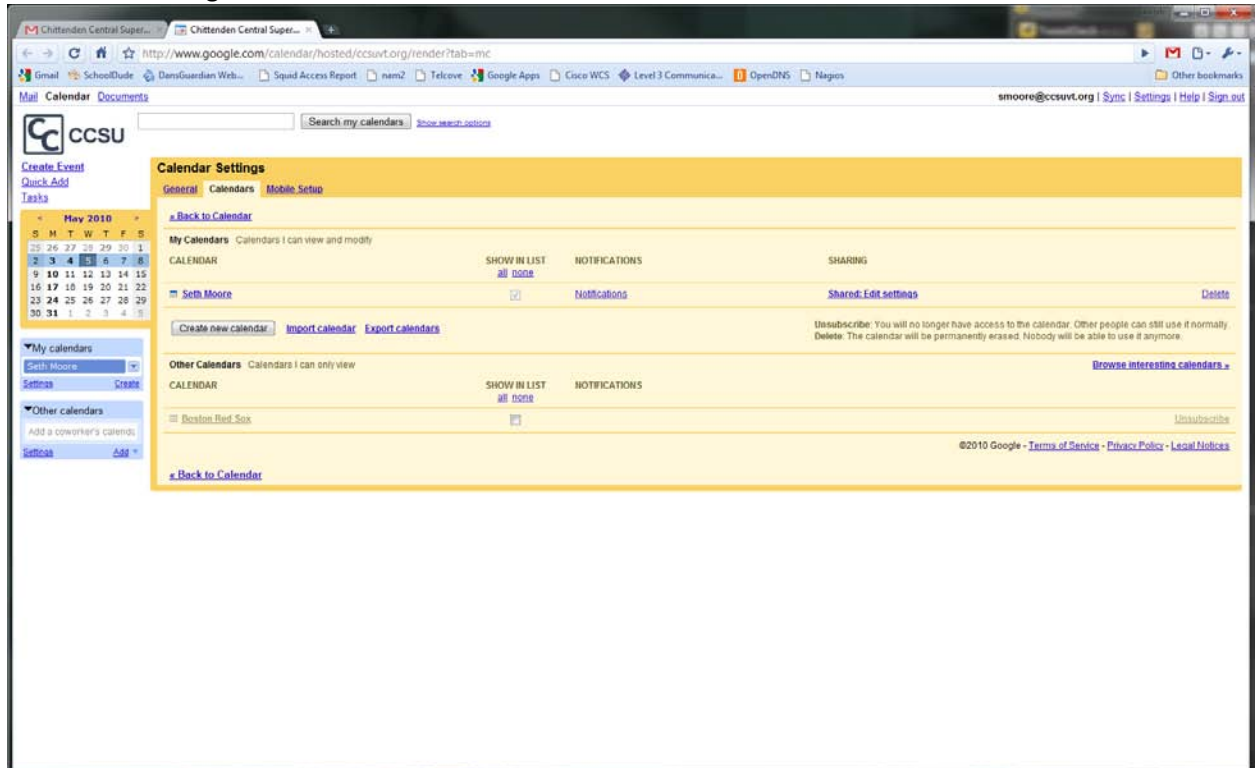
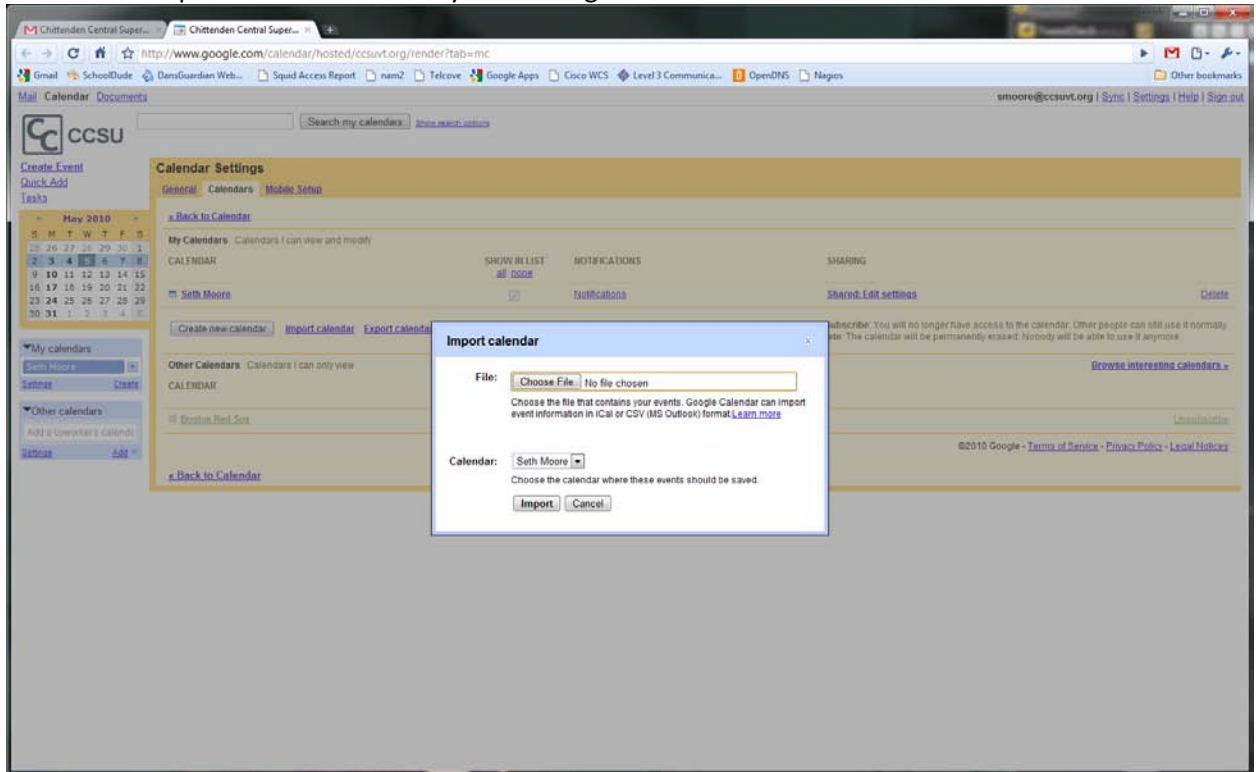


## Importing your GroupWise Calendar into Google Apps

1. Open GroupWise.
2. Right click on the Calendar tab and choose Export.
3. You will be asked where to save the calendar.ics file. We recommend saving it to your F drive.
4. Depending on how many events you have in your calendar, the export can make GroupWise appear to hang up. This is not a problem and GroupWise will return to normal.
5. Open your Google calendar, <http://www.google.com/calendar/hosted/ccsvt.org>
6. Click Settings in the top right hand corner, and choose the Calendars tab. You should be greeted with the following screen:



7. Click on the Import Calendar link and you will be greeted with:



8. Click on the Choose File button and browse to where you saved your calendar.ics file.
9. Click on the Import button and your GroupWise calendar will be imported into Google Apps.