**Quick Links on Google Apps**

Information about ACC Google Apps and Mail can be found here at
http://www.austincc.edu/ITdocs/google/index.php .

1.  Transitioning to Google Apps Mail from Microsoft Outlook
    Since many are Microsoft Outlook users, here is a link that will help you transition to Google
    Mail,
    http://www.google.com/support/a/users/bin/static.py?page=guide.cs&guide=25308&topic=25
    309 and
    http://deployment.googleapps.com/Home/resources-user-adoption/quick-
    reference/Life_After_Outlook_gmail.pdf?attredirects=0

2.  Interactive Videos
    Here is a link to some interactive videos tutorials demonstrating Google Mail features,
    http://www.google.com/support/a/users/bin/answer.py?hl=en&answer=161932

3.  Tips and Quick References:
    http://deployment.googleapps.com/Home/resources-user-adoption/quick-reference

**How to Export the Calendar Events from Calcium**

1. Log in to Calcium
2. Under section "*This Calendar*" click on "*Settings*"

**IMPORTANT: If your Calcium calendar also includes other calendars, you will need to perform this step, otherwise skip to step 7.**

3. On the **Calendar Administration** section, click on the link "***Include other Calendars***"

4. Uncheck the calendars you are including.



- If one or more categories are selected for a calendar, only events in those categories will be included. If no categories are selected, all events from that calendar will be included. Select the special entry "<- - - ->" to get events with no category.
- To make all events from a particular calendar appear similar, select the "Override Settings" checkbox and specify the colors and border preference.
- If "Identifying Text" is specified, it will appear above each event included from the calendar. HTML is allowed here.

See Available Colors

Save   Done   Reset

5.  Scroll to the very bottom and click on the "***Save***" button.

| | | Vacation ▼ | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ trichar2 | Tim Richardson | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ tsmoore | Teresa Moore | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ vics | Vic Smith | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ VicScheduling | Vic's Scheduling | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ VideoProduction | Video Production Planning | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ VideoSupport | DL Video Support Services | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ vkirkuf | Vance Kirkhuff | Birthday / Class / Clinical / Meeting | | ☐ | black | white | ☐ | |
| ☐ vledesma | Vincent Ledesma | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |
| ☐ vwillia1 | Vanessa Williams | Birthday / Meeting / Out_Of_Office / Vacation | | ☐ | black | white | ☐ | |

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See Available Colors

Save   Done   Reset

6.  It will refresh the page, scroll once again and click the "***Done***" button and it will bring you back to the **Calendar Administration** page.

7. On the **Calendar Administration** section, click on the link "***Export Events***"

**Calendar Administration**
for Calendar:

| | |
|---|---|
| Display Settings | Customize how your calendar appears |
| General Settings | Specify calendar's language, options, and description |
| Title, Header, Footer | Specify the title, header, footer, and background image |
| | |
| Event Edit Form | Specify defaults and options for creating new events |
| Custom Fields | Define your own custom data fields for events  *[Disabled in this version]* |
| Templates | Define custom output templates  *[Disabled in this version]* |
| | |
| Colors | Change colors |
| Fonts | Change fonts |
| CSS | Specify external or inline styles |
| | |
| Categories | Specify event categories |
| Time Periods | Define pre-set time periods |
| | |
| Include other Calendars | Dynamically include events from other calendars |
| Add-Ins | Include events from external calendars - e.g. iCalendar from Apple's iCal, or Google calendar |
| RSS Feed | Enable/Disable/Configure RSS Feed |
| | |
| Security | Specify who can view, edit, or administer the calendar |
| Email Settings | Settings for mail sent from this calendar |
| Email Subscriptions | Manage email subscriptions |
| Auditing | Specify which operations to keep a record of, and how to do it |
| | |
| Import Events | Create new events from an ASCII file |
| Export Events | Export event data to ASCII |
| Delete Events | Remove all events in a specified date range |

Return to the Calendar                                    Home

8. Select the dates you wish to import. You will need to input the start date in the "***From***" section and the ending date in to "***To***" section.
9. Leave "***Field Separator***" as is with the selection of "***Comma***".
10. In the "*Format section*", select with the drop down menu "***MS Outlook- USA***"
11. Click "***Download Events***" button.

12. Click on "*__Save__*"



13. Select the desktop and name the file you wish to save and click on the "*__Save__*" button. In this example the file is saved "*__Events.csv__*"
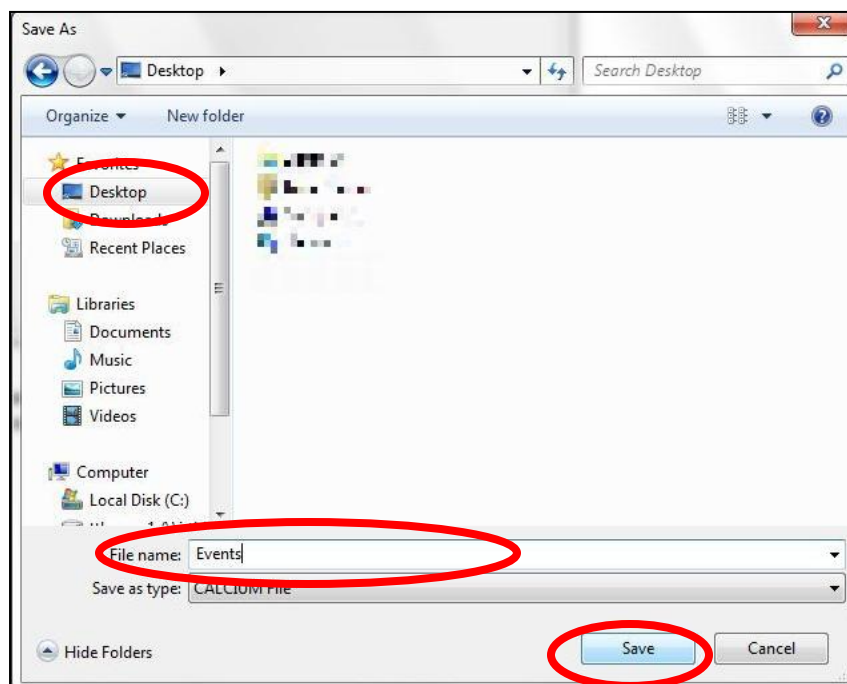
**How to import Calendar Events to ACC Google Calendar**

1. Log in to your ACC Google Mail account with your username and password.
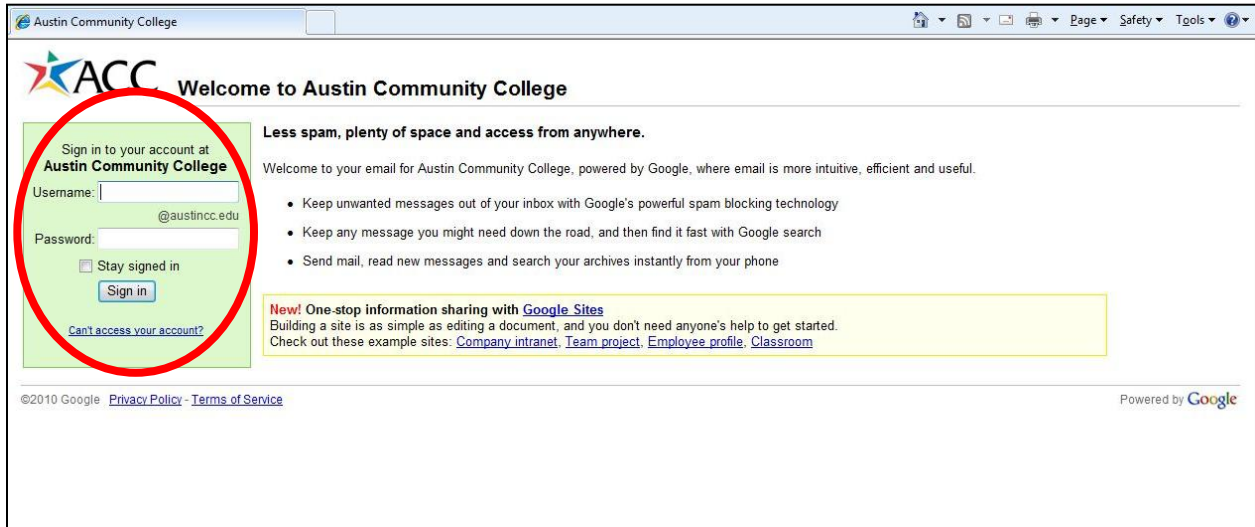
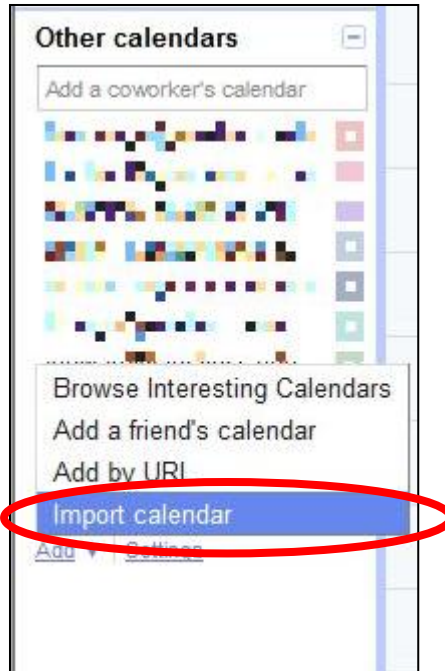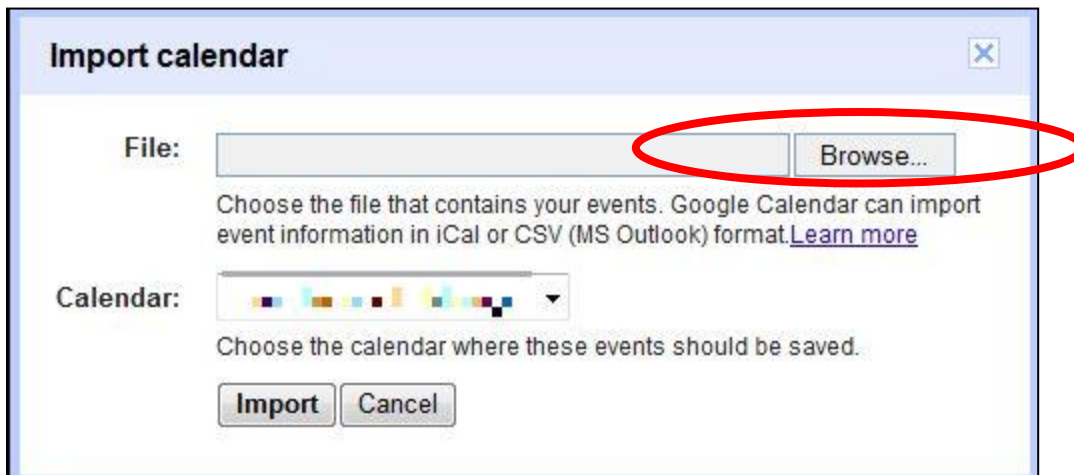2. Right above the "***ACC***" logo, click on the "***Calendar***" link.
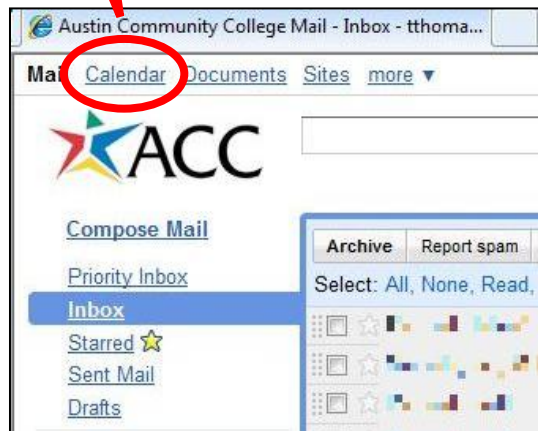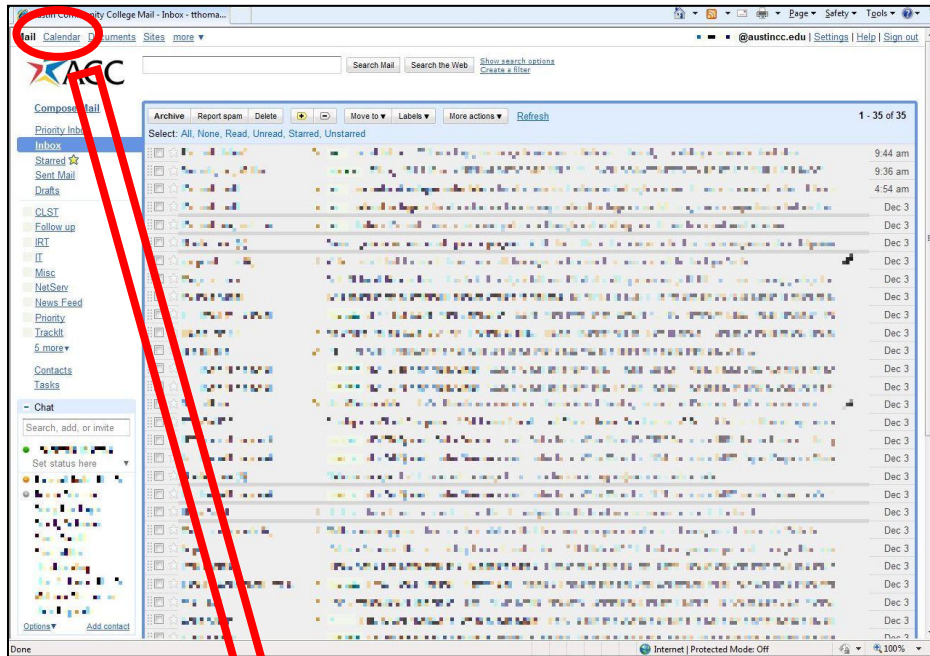
3. At the bottom under the section of "***Other Calendars***" click on the "***Add***" link and select "***Import calendar***".
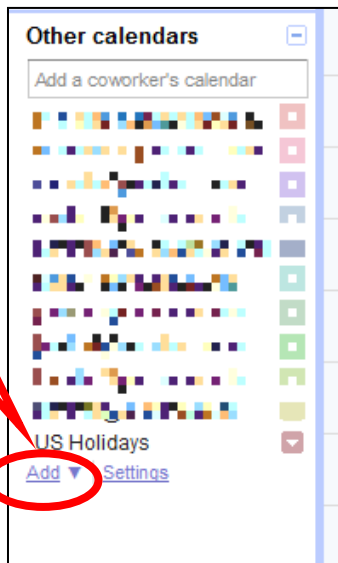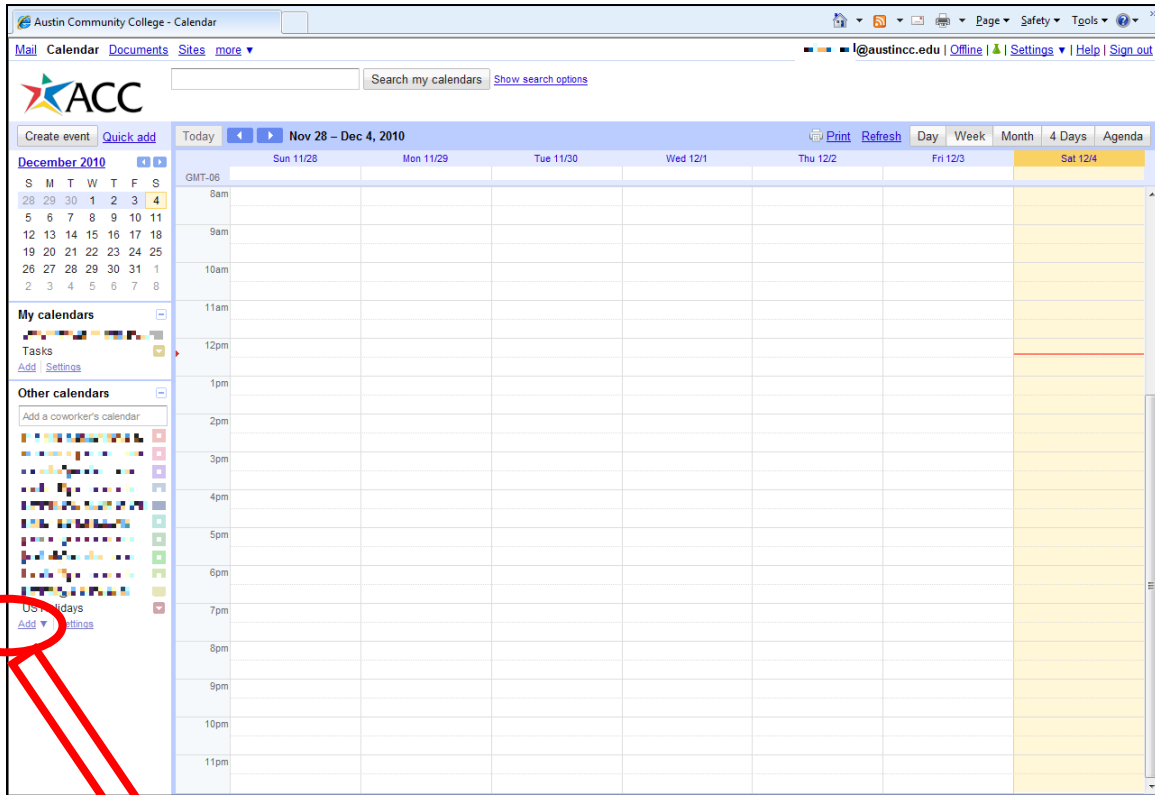
4.  Click on "***Browse***" button to locate the CSV calendar file you wish to import.

5.  Navigate to the location of the file, in this case the "**Desktop**" and select the CSV file, for this example it is called "**Events.csv**". Highlight to select it.
6.  Click "**Open**" to import the calendar.
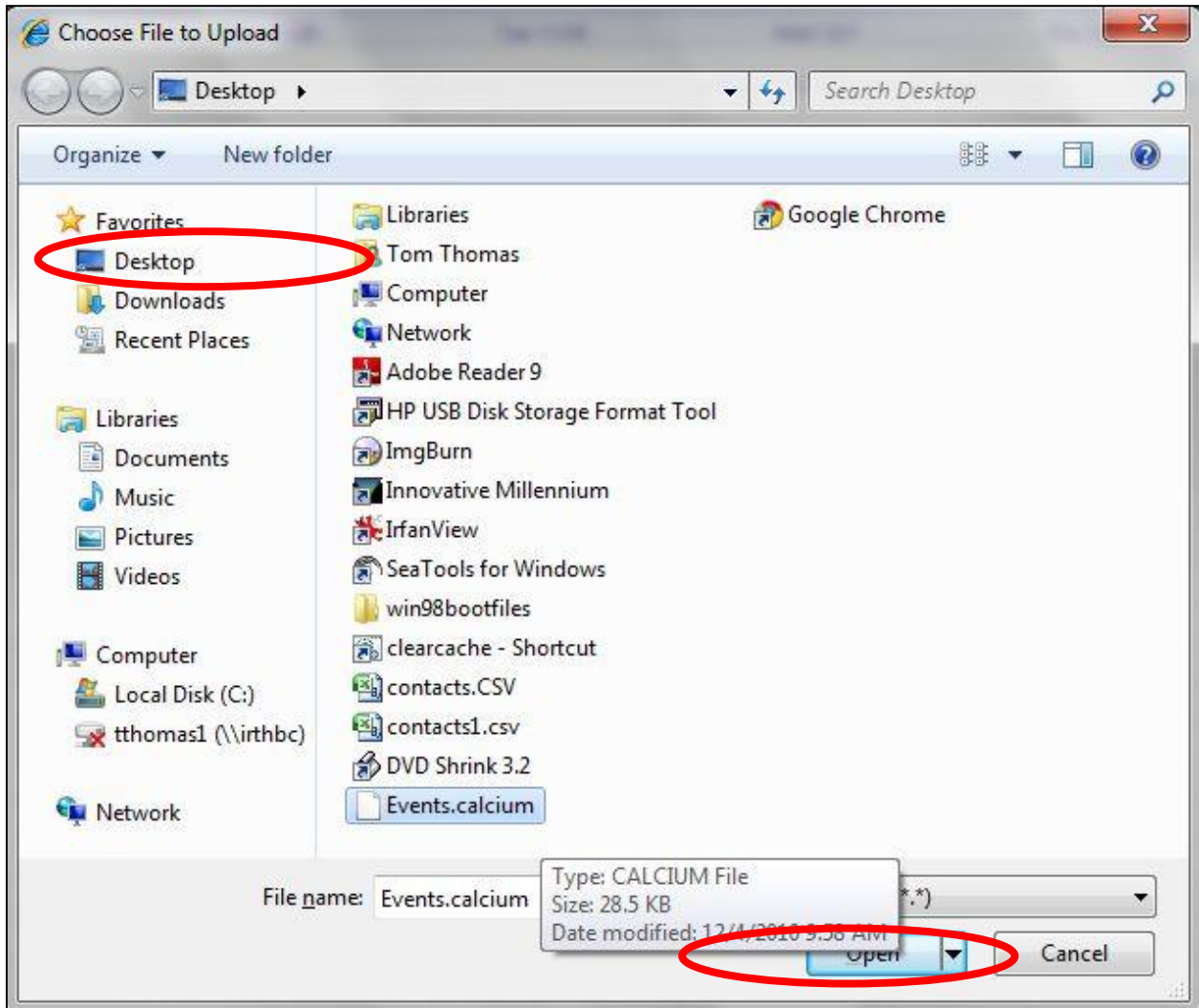
7. Click on the "**_Import_**" button to import the calendar
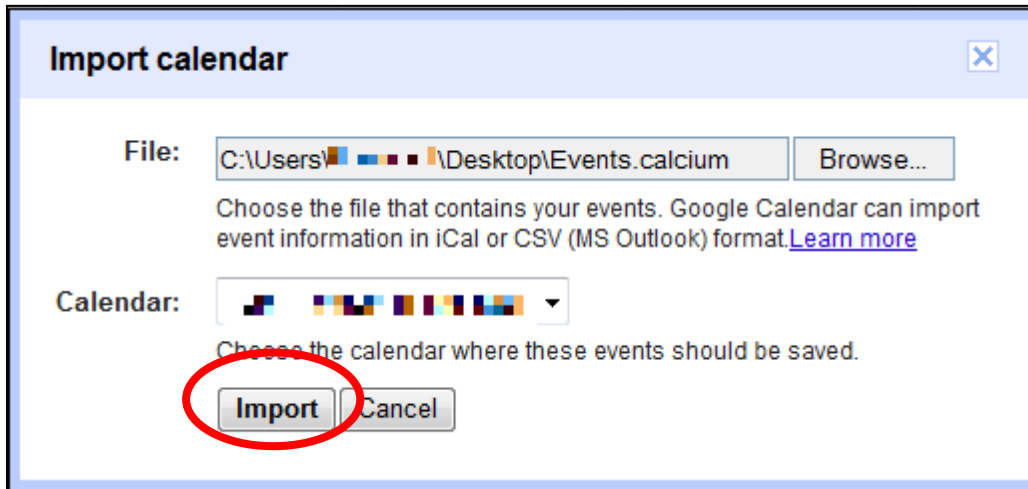
**How to Export your contacts from Microsoft Outlook 2007**

1.  In Microsoft Outlook, go to the "*File*" menu and select "***Import and Export***"
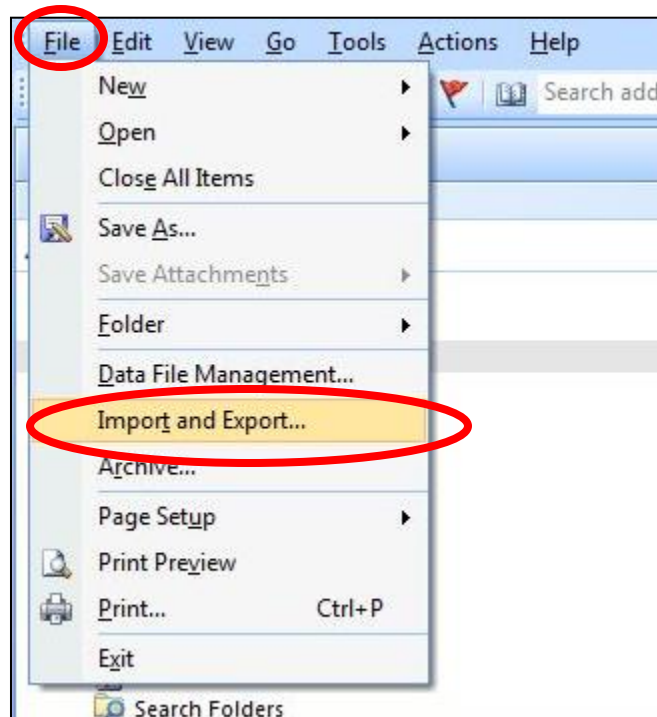


2.  Select "***Export to a file***" and click "***Next***".
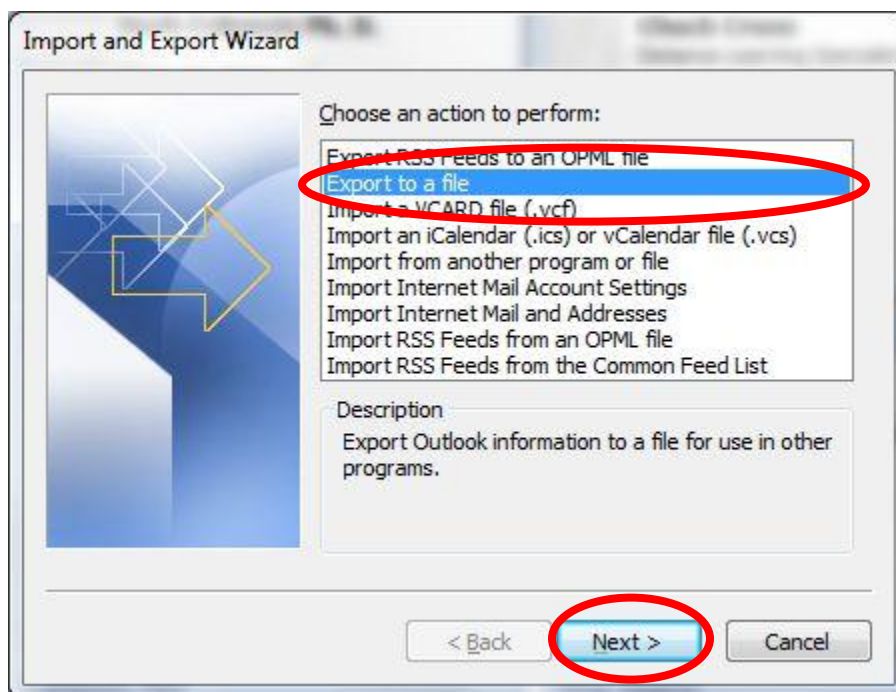
3. Select "***Comma Separate Values (Windows)***" and click "***Next***"
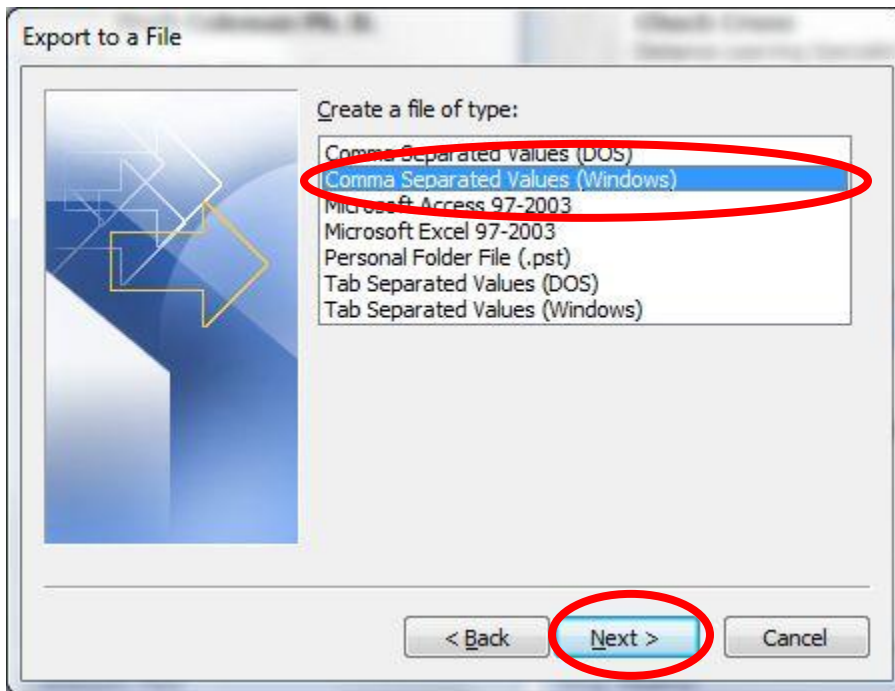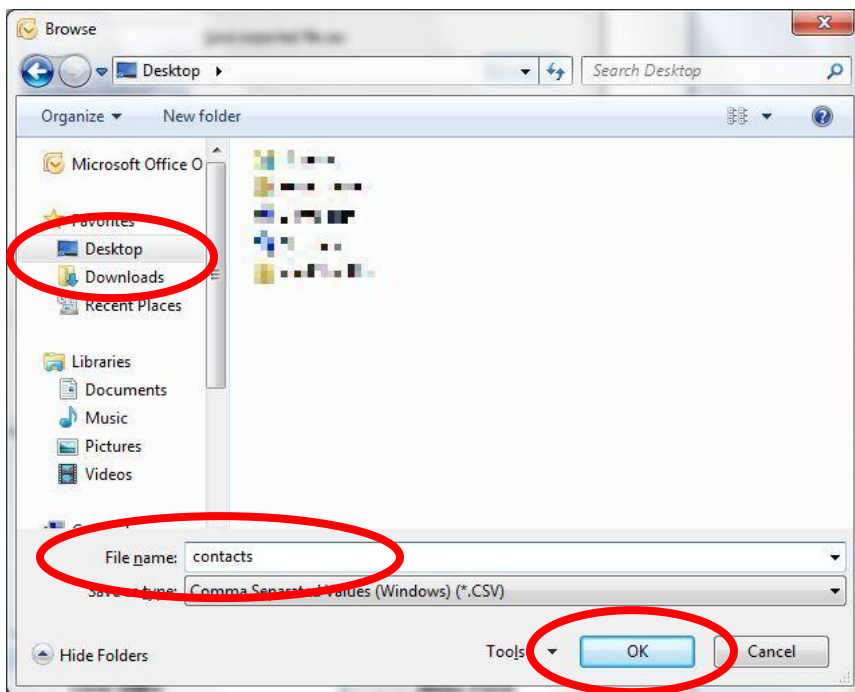


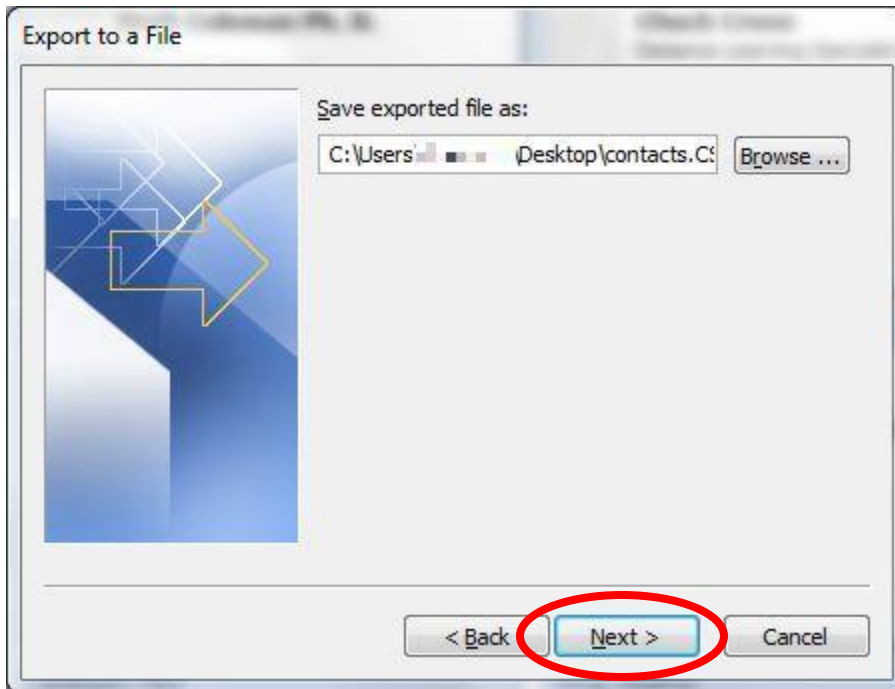4. Click on your "***Contacts***" Folder and select "***Next***"
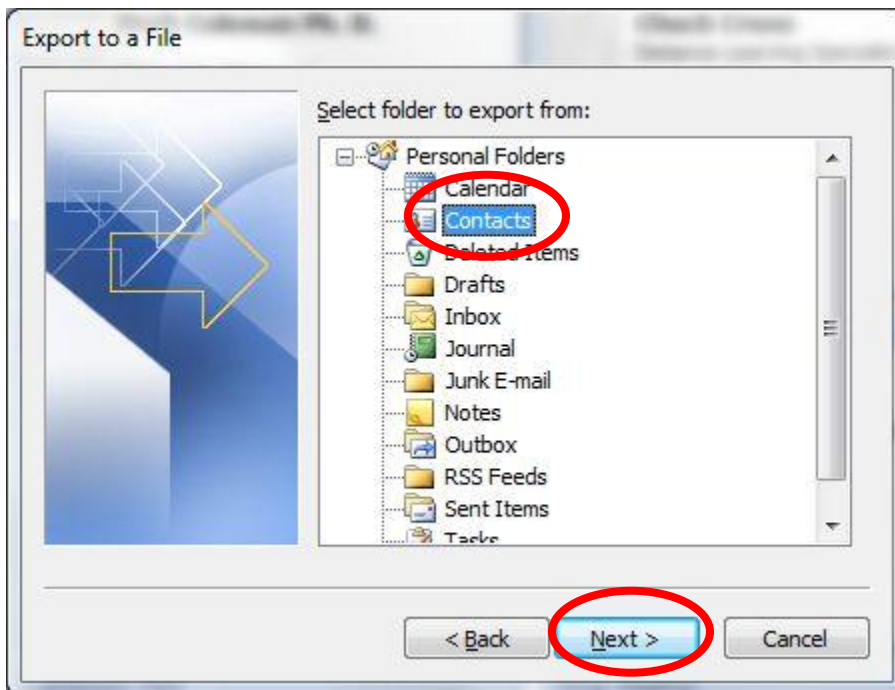
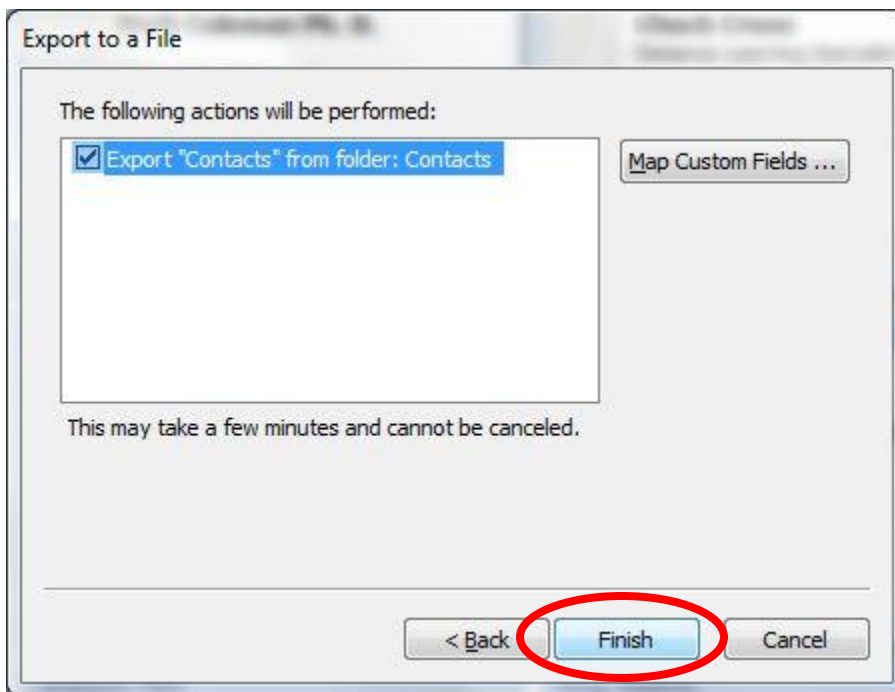5. Click on the "***Browse***" button to select the location to save the file.
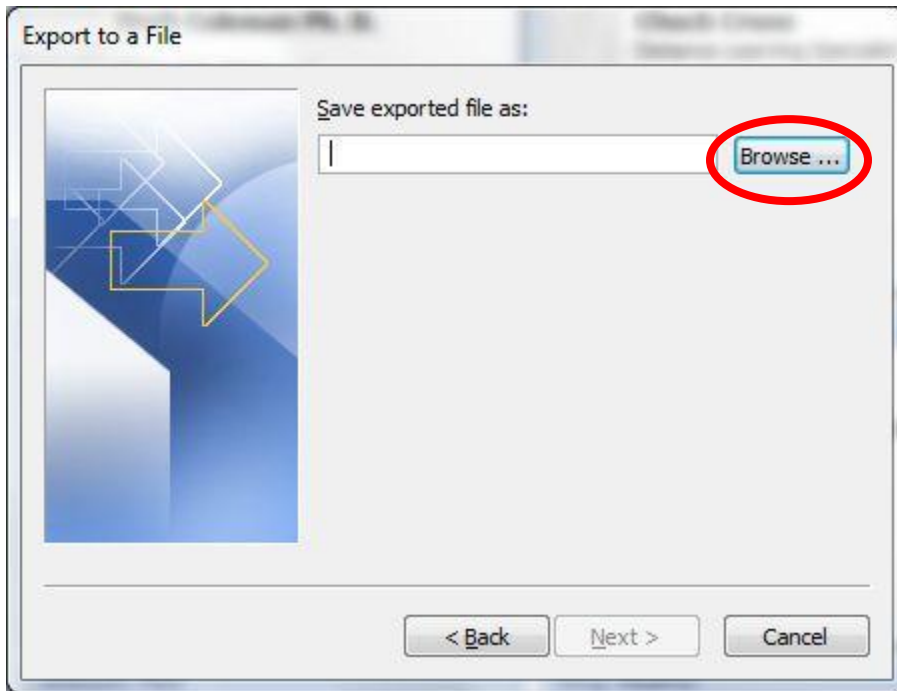
6. Select the "***Desktop***" and name the file under the "***File name:***" section and click "**OK**".
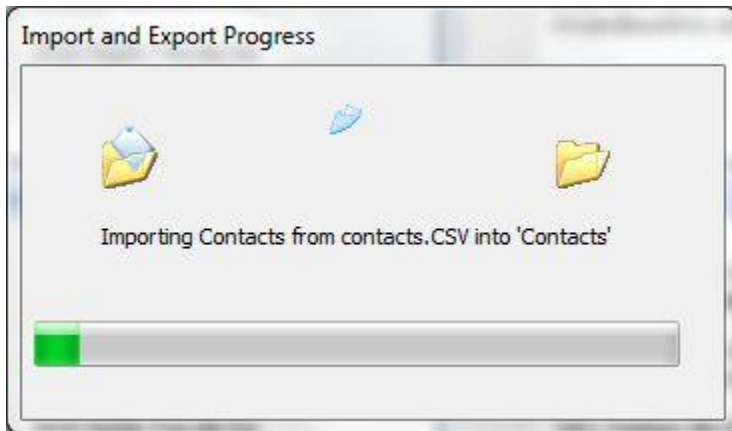
7. Click "*Next*"



8. Click "*Finish*"

The export will begin and the **Import/Export Dialog box** will close automatically.

Import and Export Progress

Importing Contacts from contacts.CSV into 'Contacts'

**How to import your contacts in ACC Google Mail**

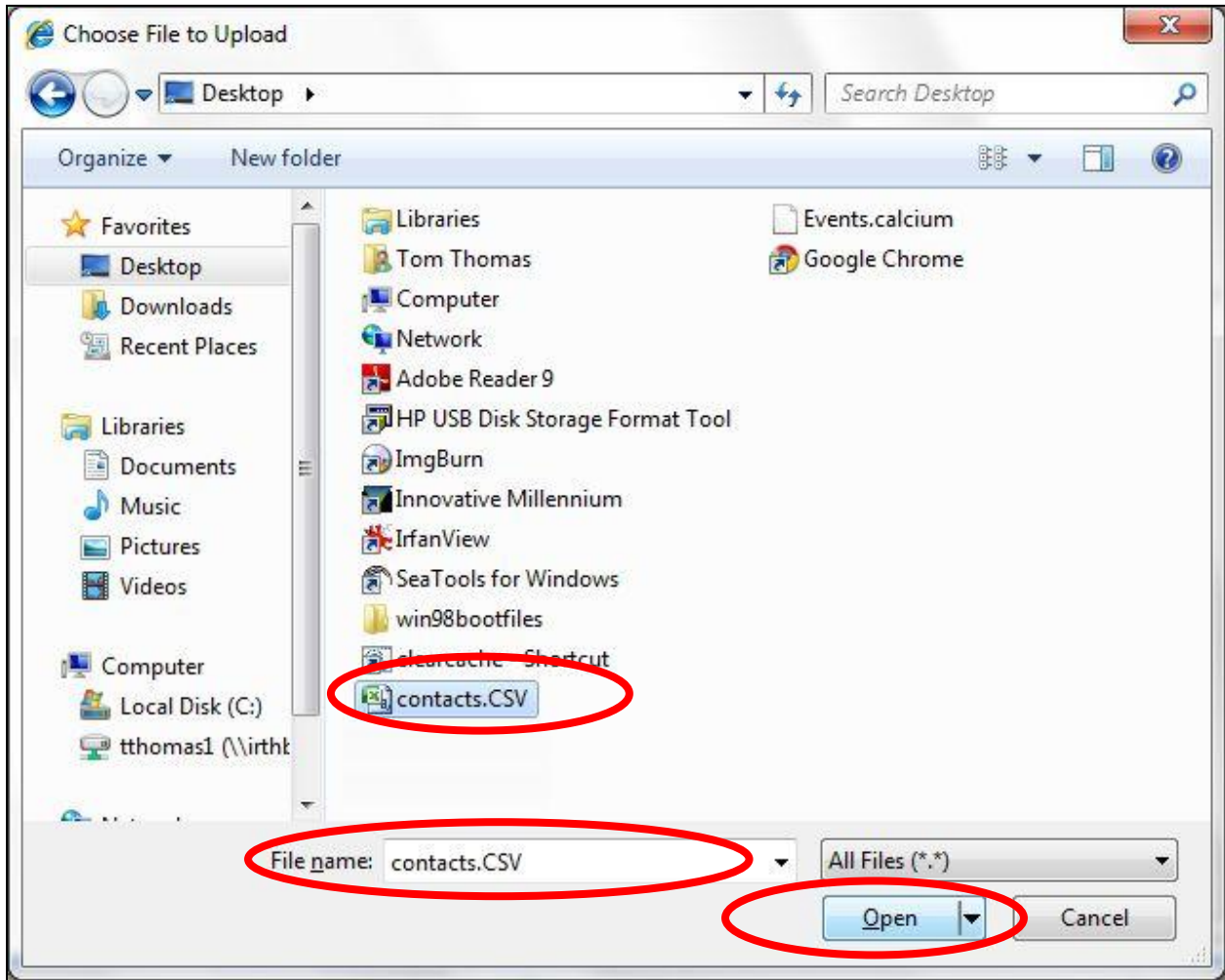1.  Log in to your ACC Google Mail account with your username and password.

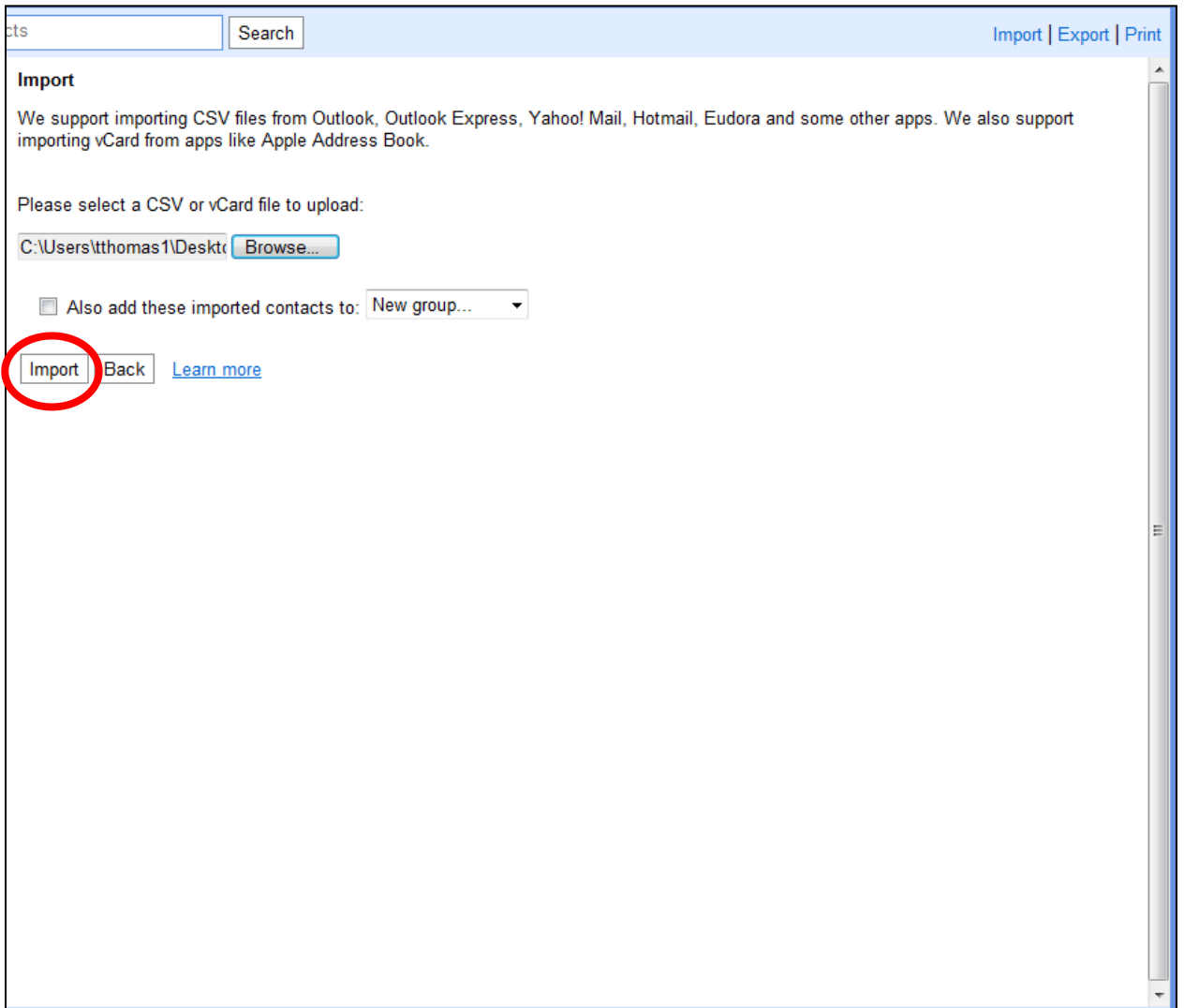2. On the left side of the page, click on the "***Contacts***" link.
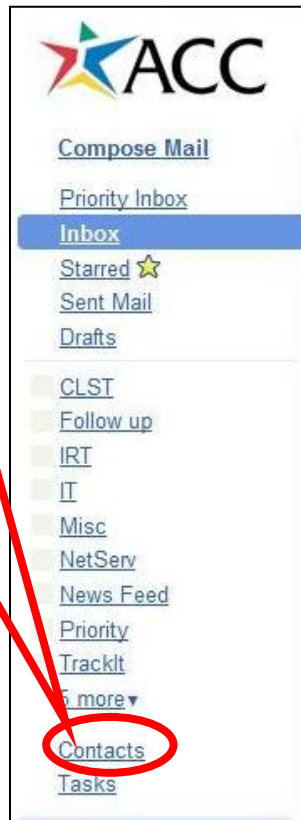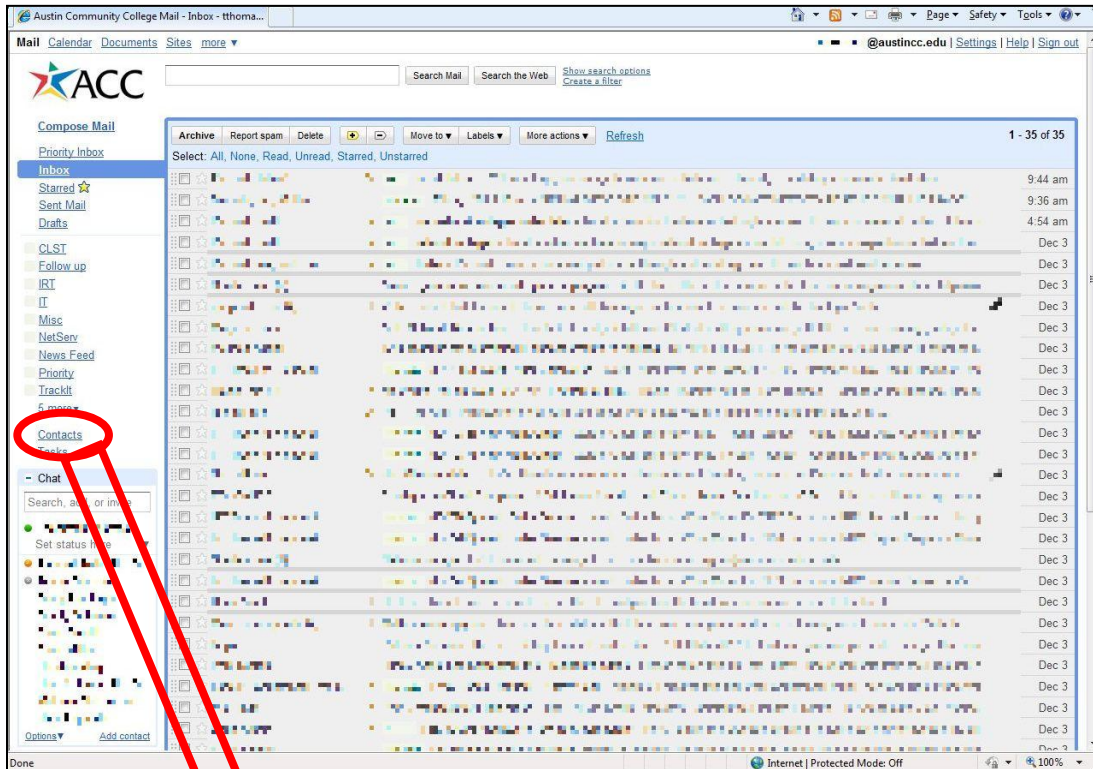
3. Click on the "***Browse***" button to locate the CSV file.
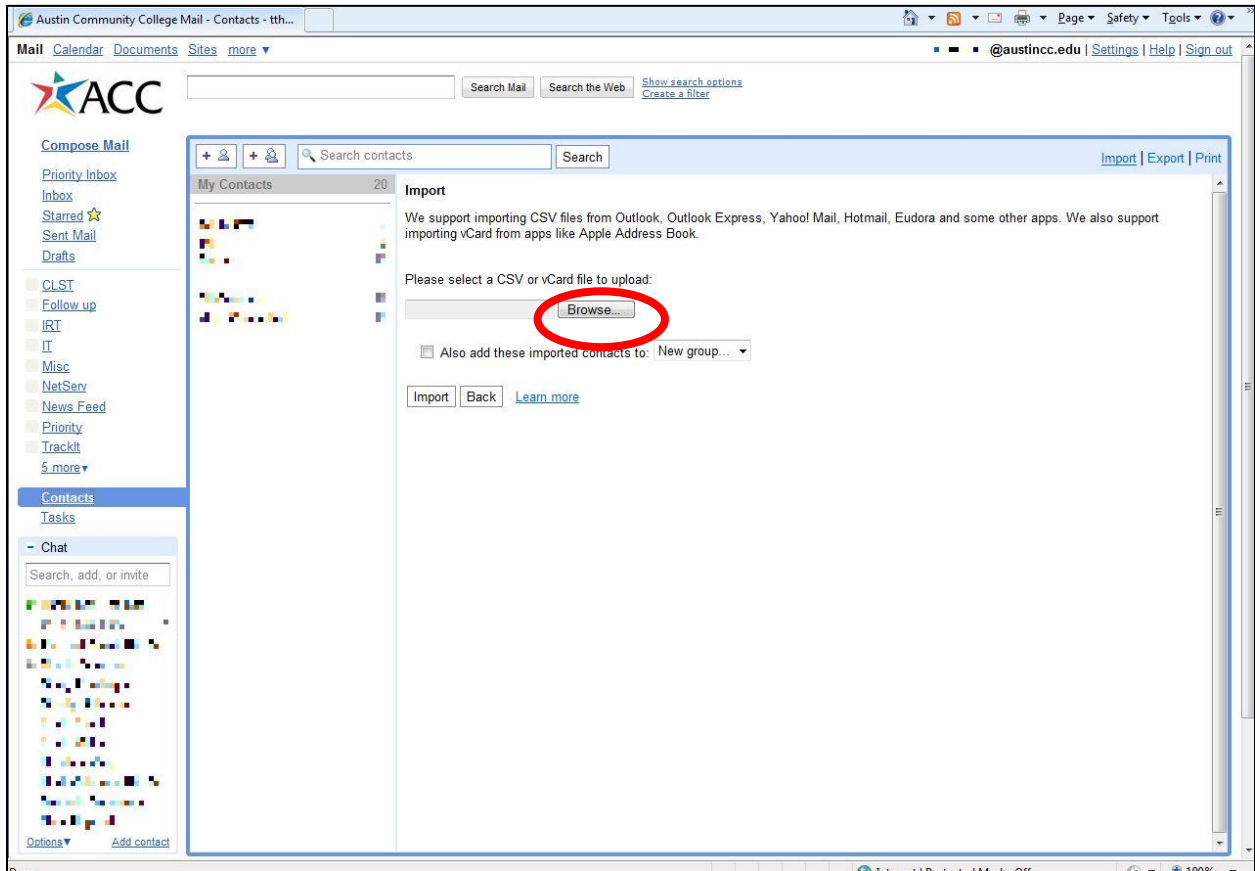
4. Highlight to select the file, and click "**_Open_**"

5. With the file selected, click on the "***Import***" button.



**NOTE: Please note that this procedure will work with importing CSV files from Eudora, Thunderbird and other email clients. Please refer to their documentation on how to export contacts/addresses to CSV.**