

## **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=25309> and  
[http://deployment.googleapps.com/Home/resources-user-adoption/quick-reference/Life\\_After\\_Outlook\\_gmail.pdf?attredirects=0](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"***

The screenshot displays the Calcium calendar interface for a user named Thomas, IT Manager, with ID 2142. The calendar is set to December 2010. The interface includes a navigation bar with months from 2009 to 2011. The calendar grid shows events such as 'VACATION' (green bar), 'Sick, in at 10:00' (grey bar), 'Sick, in late' (grey bar), '10:00am - 12:00pm Team Meeting @HBC 224' (orange bar), and '12:00pm - 3:30pm All ICT Meeting @HBC 411' (orange bar). The 'Settings' link in the 'This Calendar' section is circled in red. The current user is identified as thomas1.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
VACATION			Sick, in at 10:00	Sick, in late	10:00am - 12:00pm Team Meeting @HBC 224	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	12:00pm - 3:30pm All ICT Meeting @HBC 411					
19	20	21	22	23	24	25
26	27	28	29	30	31	1
						Jan

ACC Cell #796-5869

Display:   Navigation Bar:


This Calendar:     System Options:

Current User: thomas1

**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**"

### Calendar Administration

for Calendar: 

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

[Return to the Calendar](#) [Home](#)

4. Uncheck the calendars you are including.

		Vacation					
<input type="checkbox"/> trichar2	Tim Richardson	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> tsmoore	Teresa Moore	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> vics	Vic Smith	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> VicScheduling	Vic's Scheduling	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input checked="" type="checkbox"/> VideoProduction	Video Production Planning	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> VideoSupport	DL Video Support Services	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> vkirkhuf	Vance Kirkhuf	Birthday Class Clinical Meeting	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> vledesma	Vincent Ledesma	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	
<input type="checkbox"/> vwillia1	Vanessa Williams	Birthday Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>	

• 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](#)

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

		Vacation					
<input type="checkbox"/>	trichar2	Tim Richardson	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	tsmoore	Teresa Moore	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	vics	Vic Smith	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	VicScheduling	Vic's Scheduling	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input checked="" type="checkbox"/>	VideoProduction	Video Production Planning	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	VideoSupport	DL Video Support Services	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	vkirkuf	Vance Kirkhuff	Birthdays Class Clinical Meeting	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	vledesma	Vincent Ledesma	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>
<input type="checkbox"/>	vwillia1	Vanessa Williams	Birthdays Meeting Out_Of_Office Vacation	<input type="checkbox"/>	black	white	<input type="checkbox"/>

- 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](#)

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: [ibhones!](#)


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

Calcium - Export Event Data

## Calendar Administration

for Calendar: 

### Export Event Data

Data for Events between the specified dates will be exported.

**From:** December 1, 2009 [Date Selector](#)

**To:** May 31, 2011 [Date Selector](#)

**Field Separator:** Comma (Separators in the actual data will be preceded by a backslash. Ignored for vCalendar)

**Format:** Calcium - USA [What does this mean?](#)

**Only export even** [Use categories:](#)

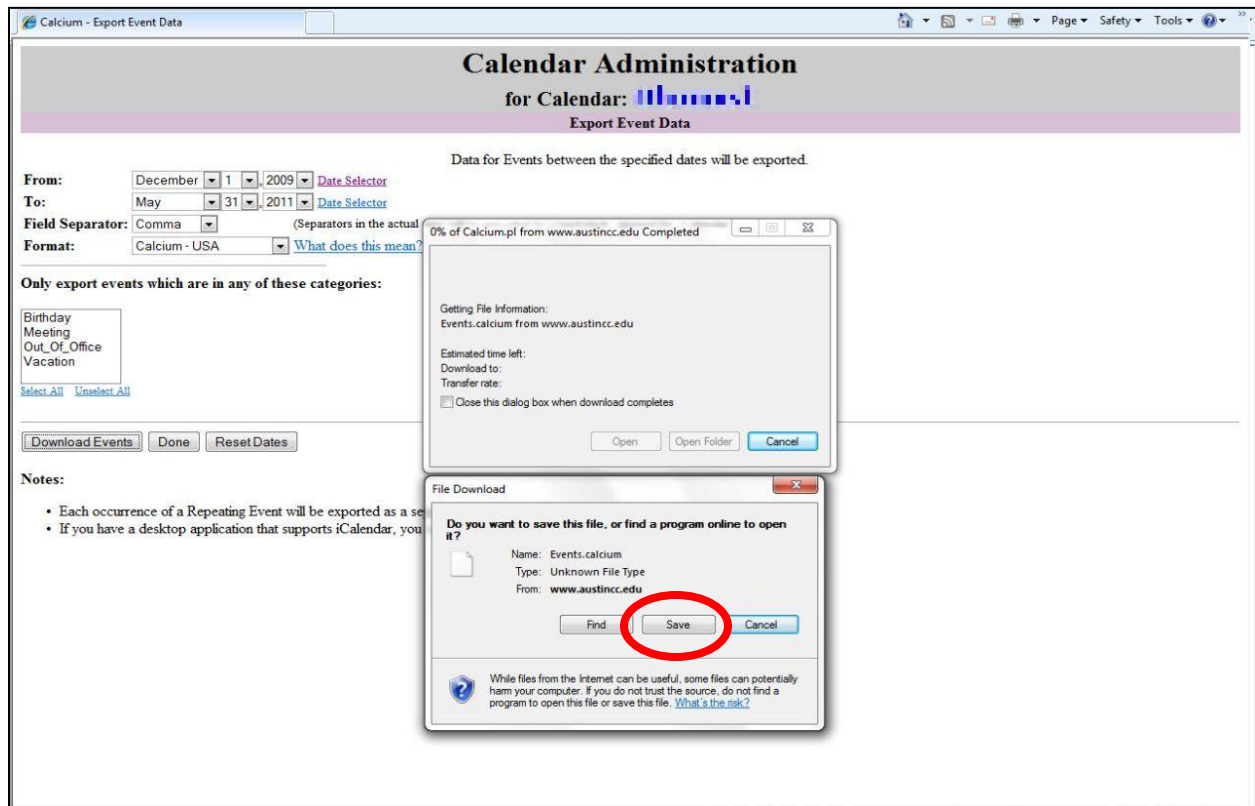
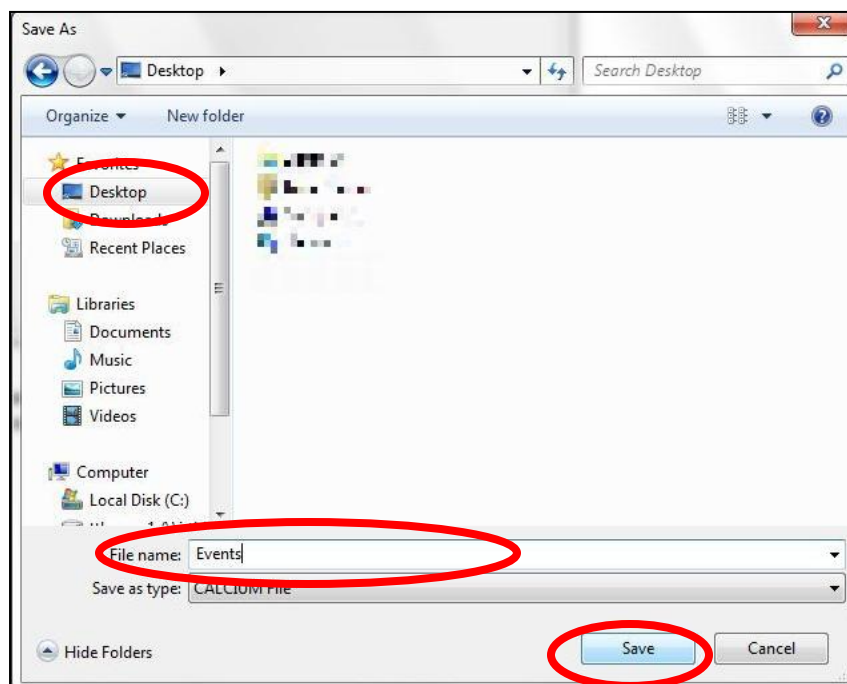
- Birthday
- Meeting
- Out\_Of\_Office
- Vacation

[Select All](#) [Clear](#)

[Download Events](#) [Done](#) [Reset Dates](#)

**Notes:**

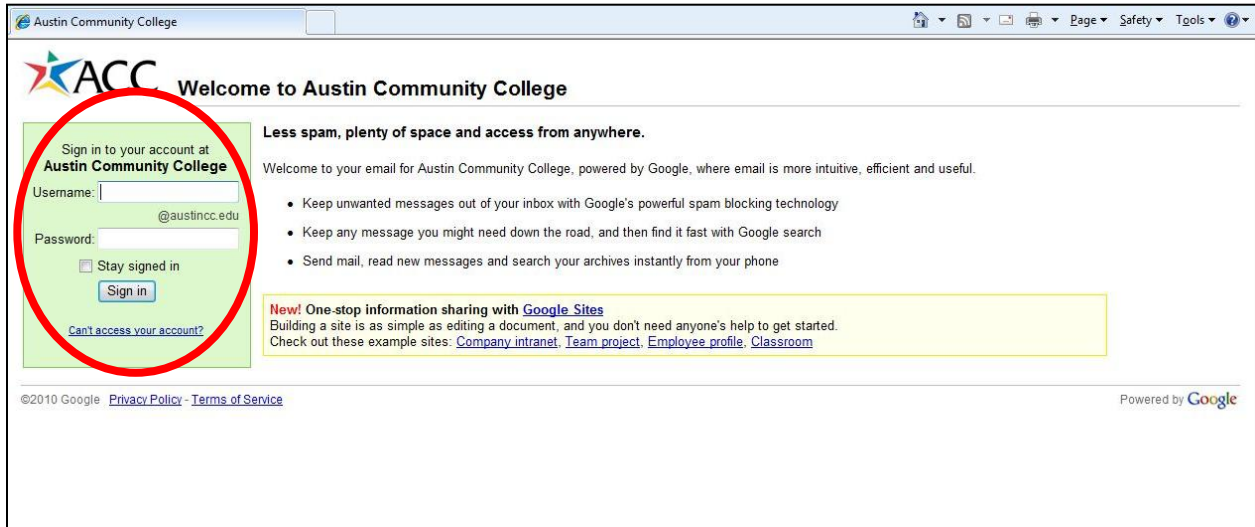
- Each occurrence of a Repeating Event will be exported as a separate line of data. (Except for vCalendar format.)
- If you have a desktop application that supports iCalendar, you can ["Subscribe"](#) to this calendar

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”**

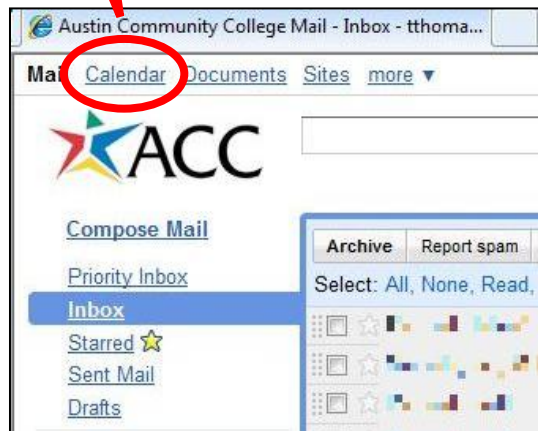
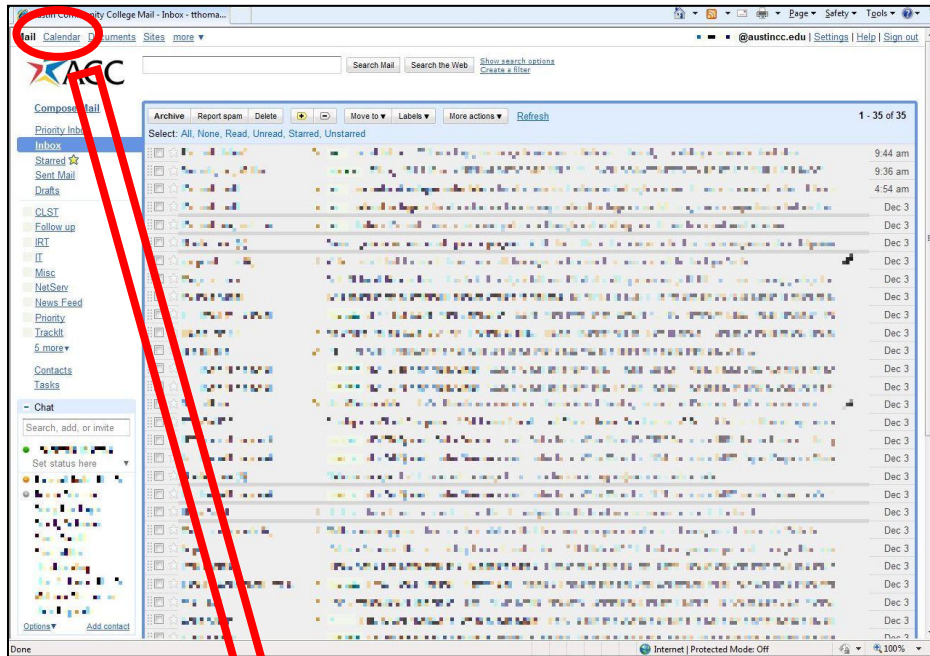


## How to import Calendar Events to ACC Google Calendar

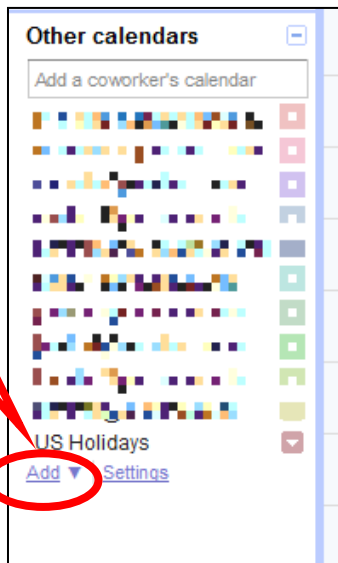
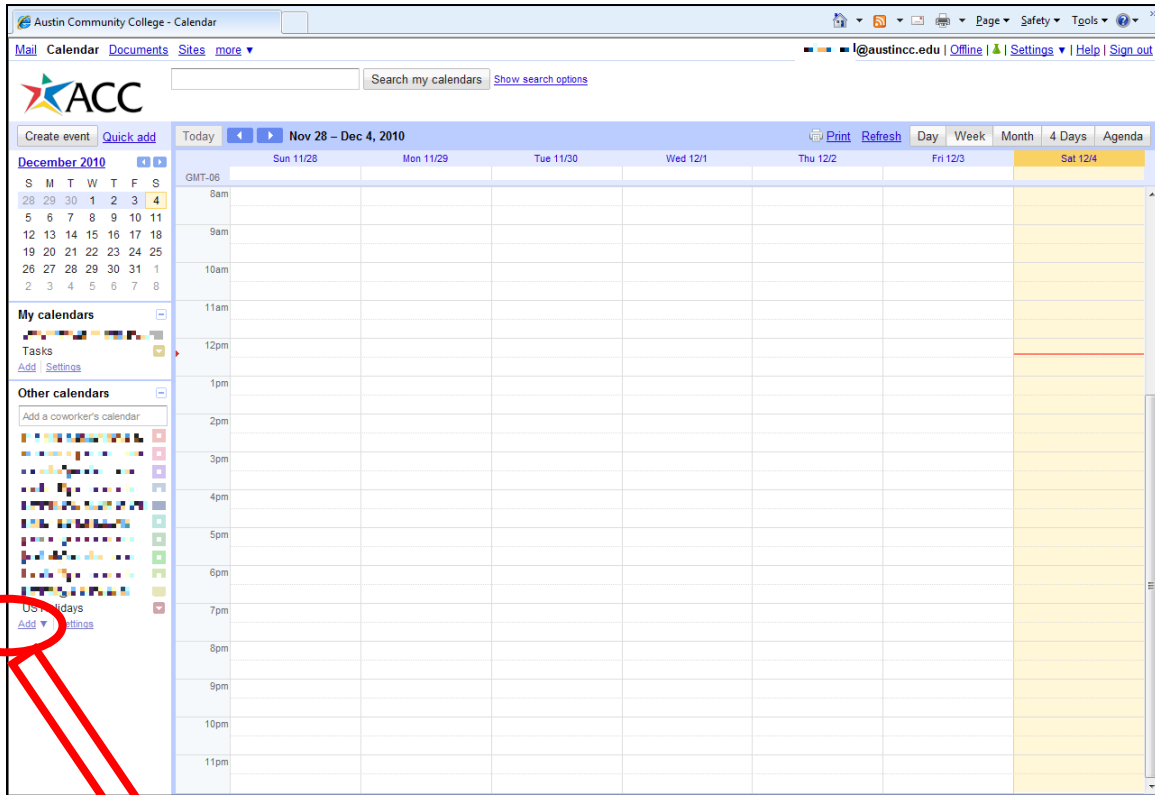
1. Log in to your ACC Google Mail account with your username and password.

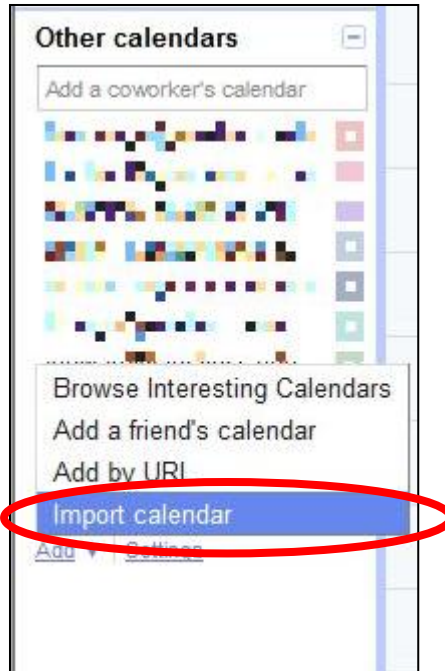


2. Right above the "ACC" logo, click on the "Calendar" link.

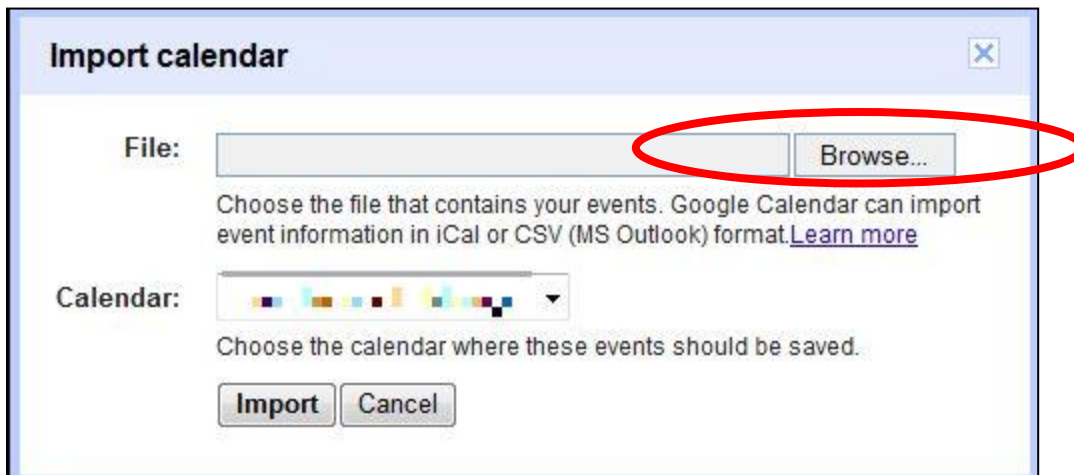


3. At the bottom under the section of ***“Other Calendars”*** click on the ***“Add”*** link and select ***“Import calendar”***.

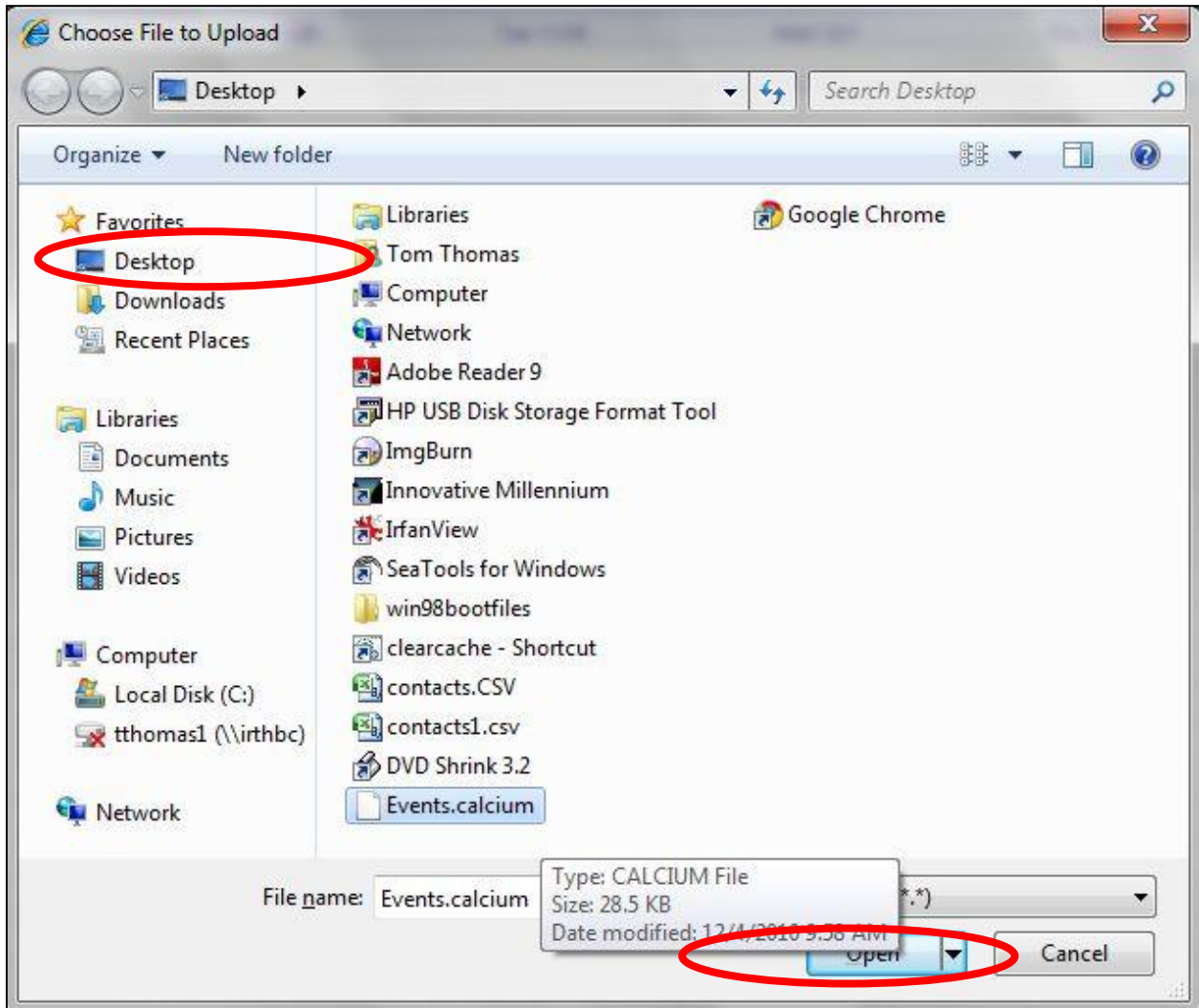




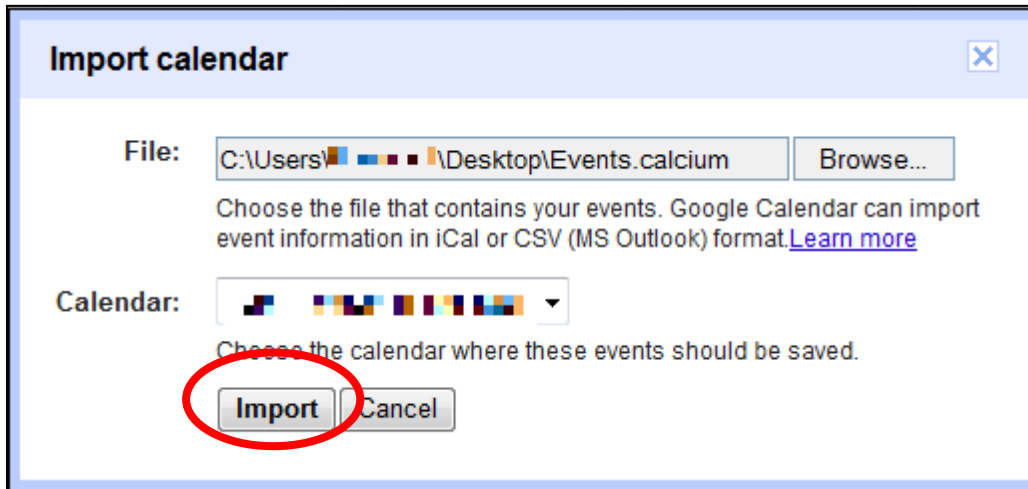
4. Click on "**Browse**" button to locate the CSV calendar file you wish to import.



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.

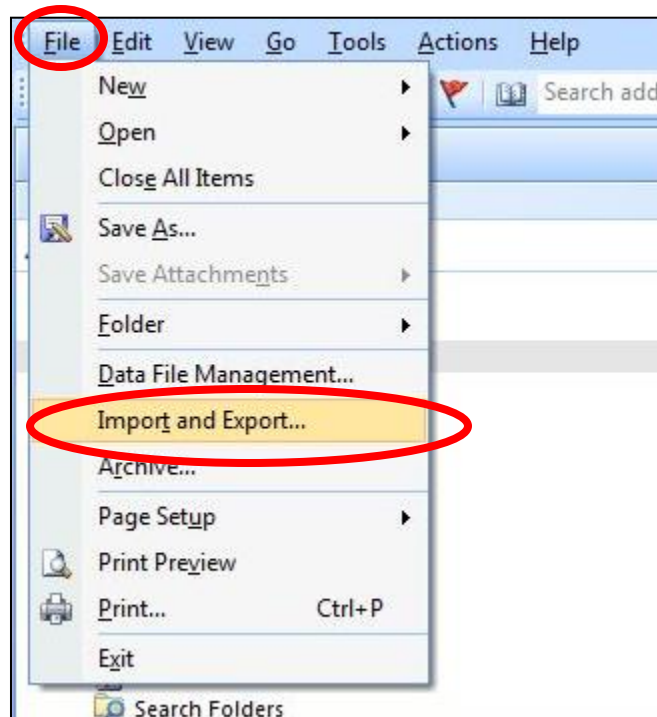


7. Click on the ***Import*** button to import the calendar

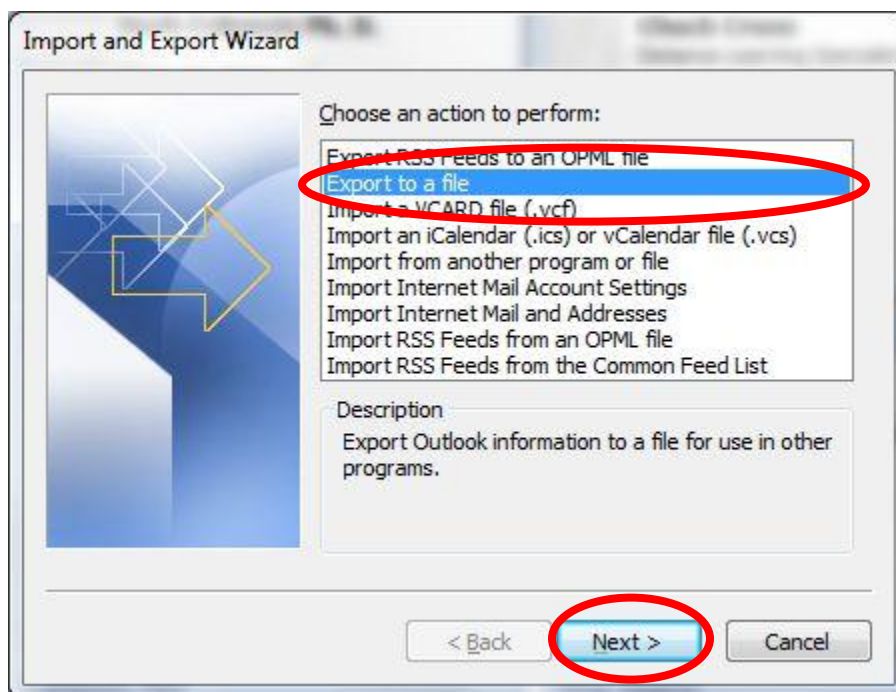


## How to Export your contacts from Microsoft Outlook 2007

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

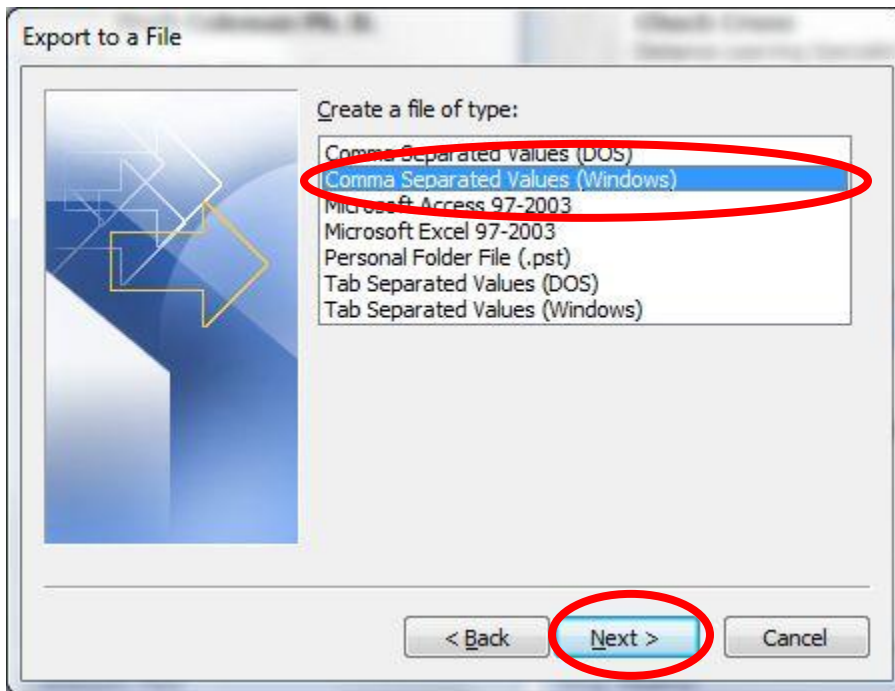


2. Select “**Export to a file**” and click “**Next**”.

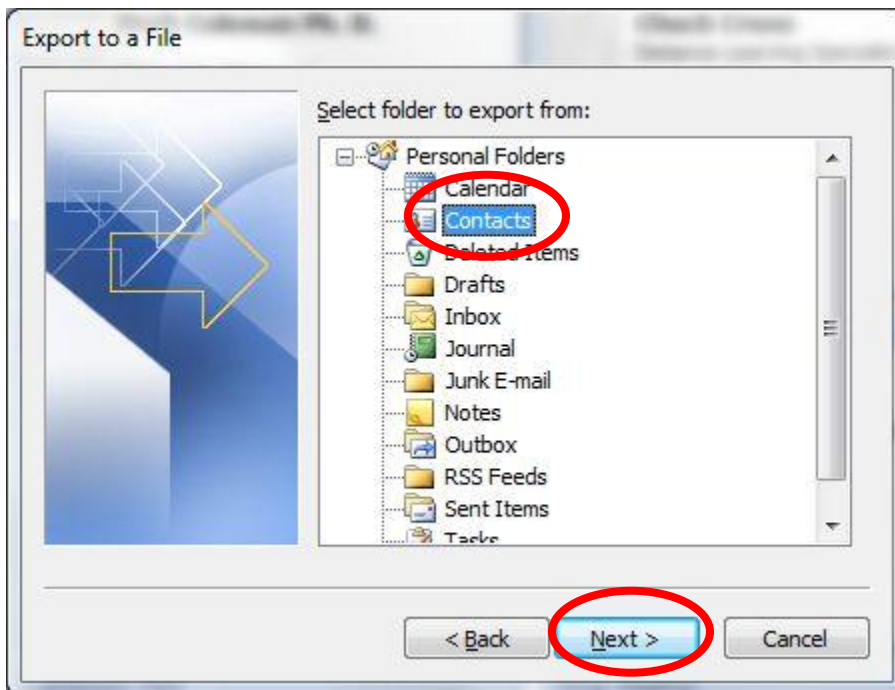




3. Select "**Comma Separate Values (Windows)**" and click "**Next**"

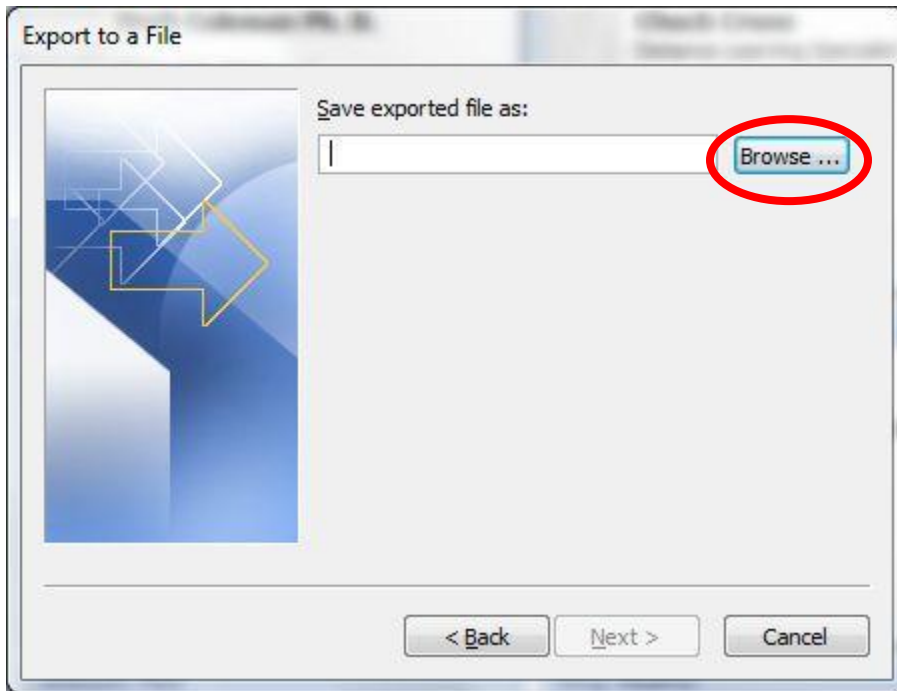


4. Click on your "**Contacts**" Folder and select "**Next**"

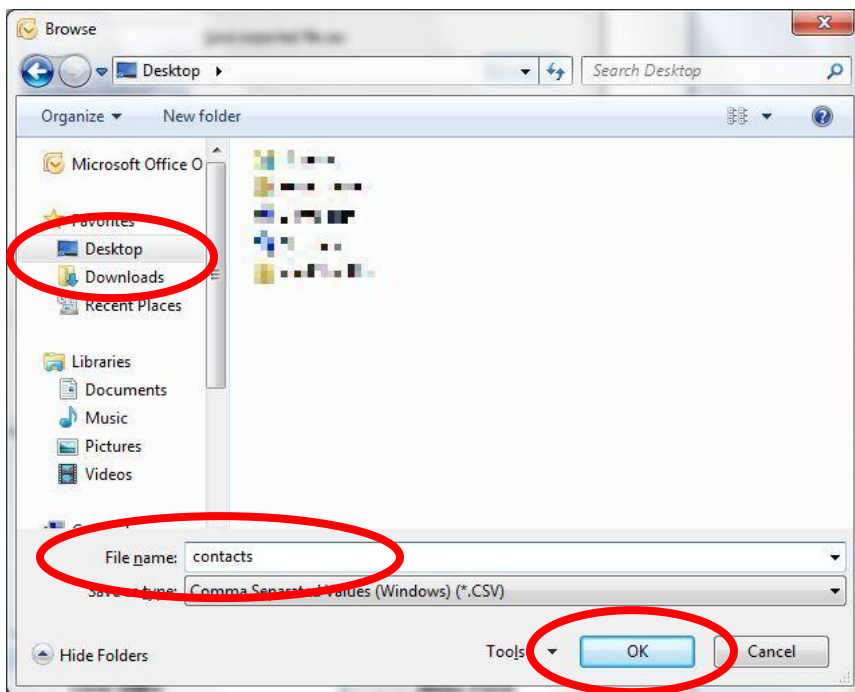




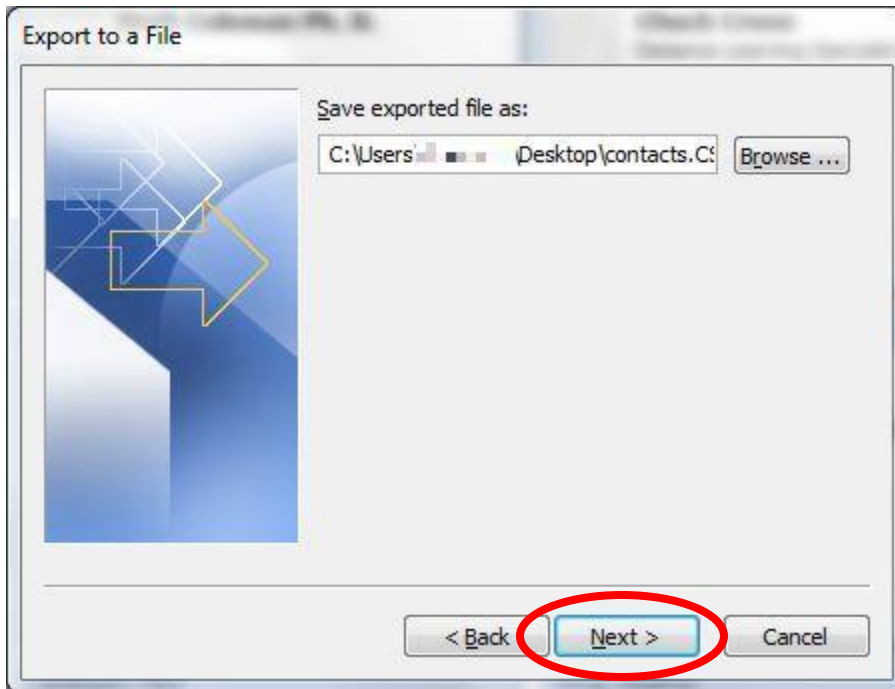
5. Click on the "**Browse**" button to select the location to save the file.



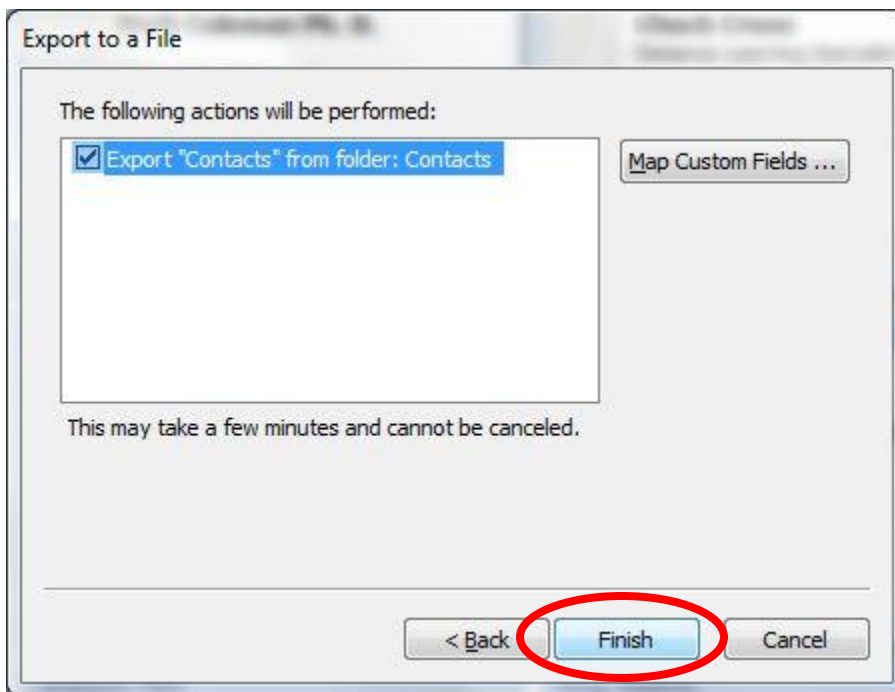
6. Select the "**Desktop**" and name the file under the "**File name:**" section and click "**OK**".



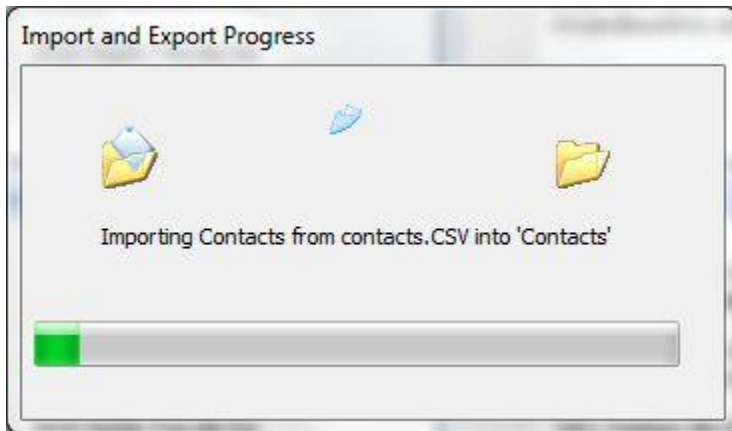
7. Click "**Next**"



8. Click "**Finish**"



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



## How to import your contacts in ACC Google Mail

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

Austin Community College

**ACC** Welcome to Austin Community College

Sign in to your account at  
**Austin Community College**

Username:  @austincc.edu

Password:

Stay signed in

[Can't access your account?](#)

**Less spam, plenty of space and access from anywhere.**

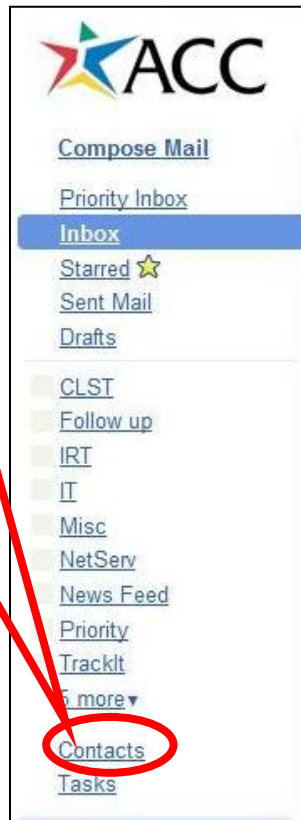
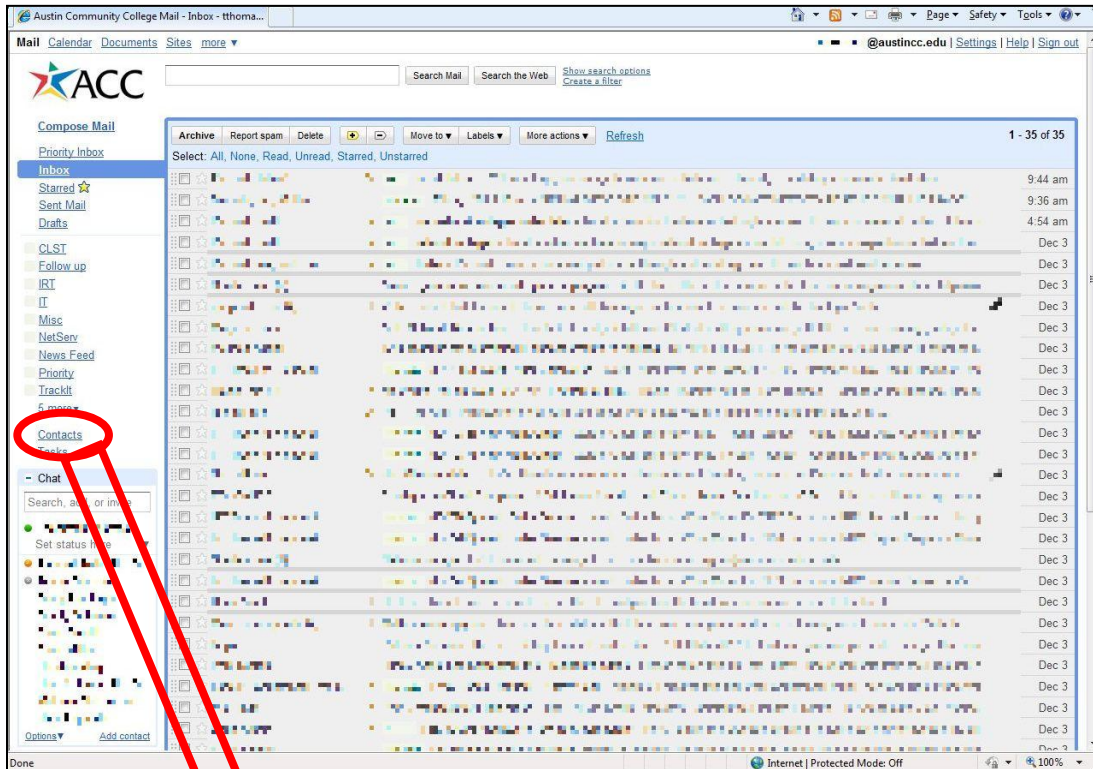
Welcome to your email for Austin Community College, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

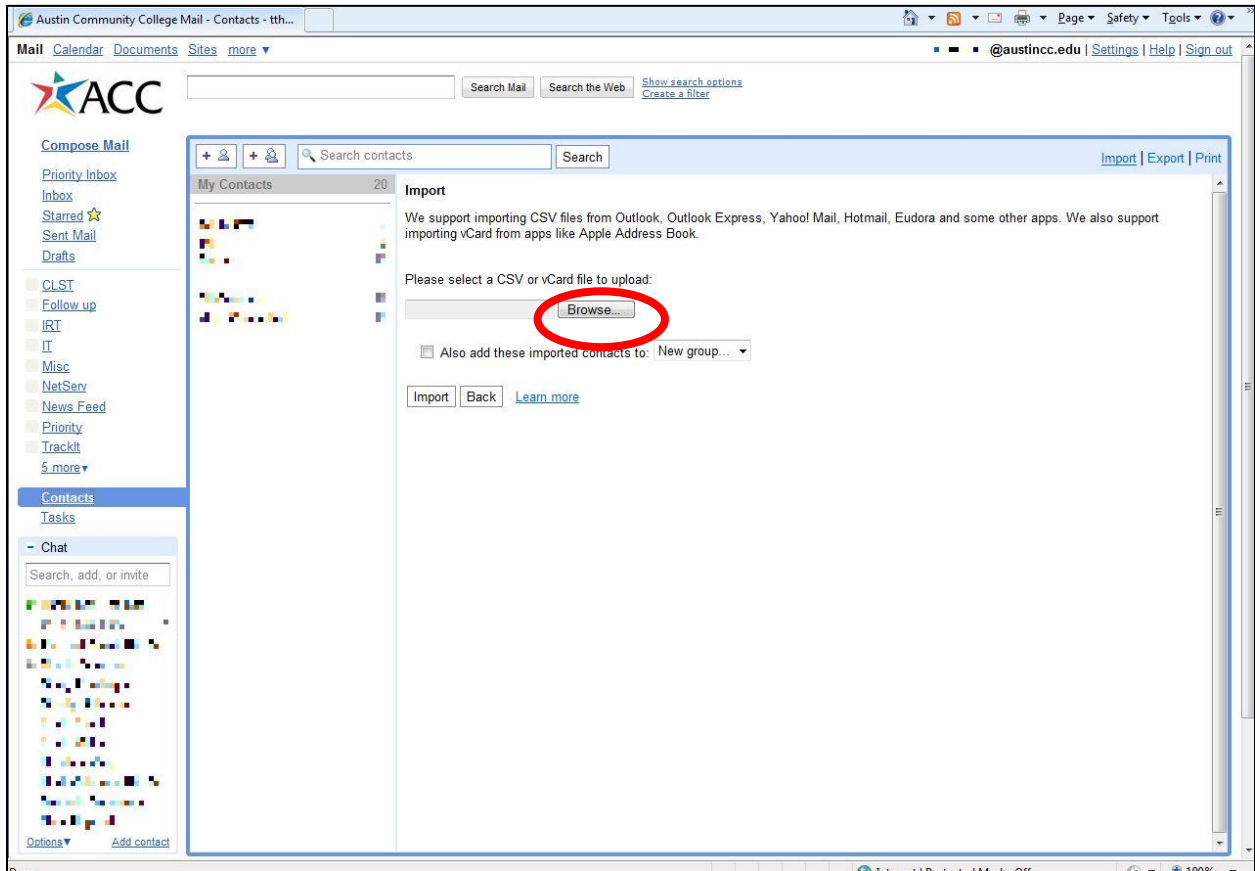
**New! One-stop information sharing with Google Sites**  
Building a site is as simple as editing a document, and you don't need anyone's help to get started.  
Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

©2010 Google [Privacy Policy](#) - [Terms of Service](#) Powered by **Google**

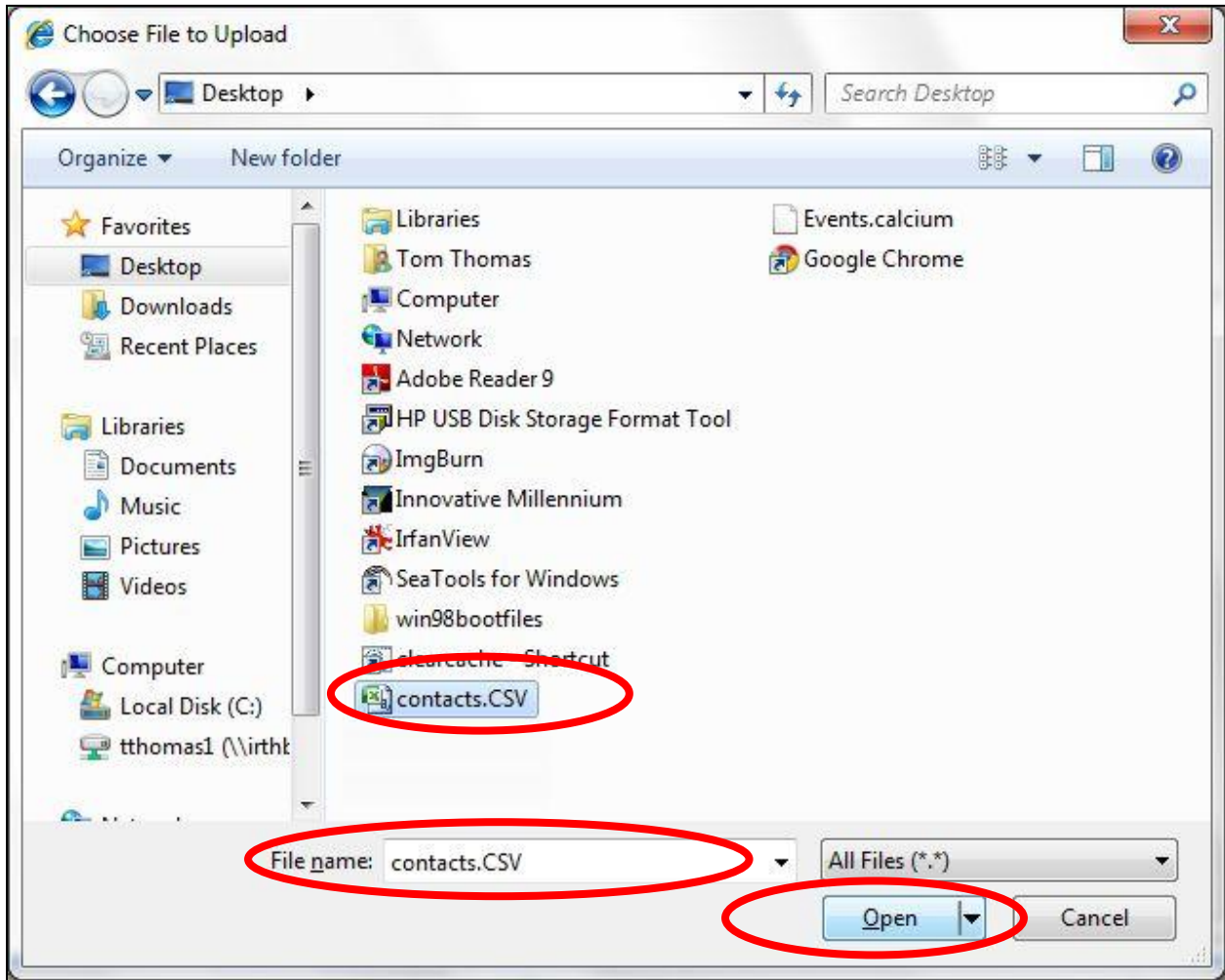
2. On the left side of the page, click on the **“Contacts”** link.



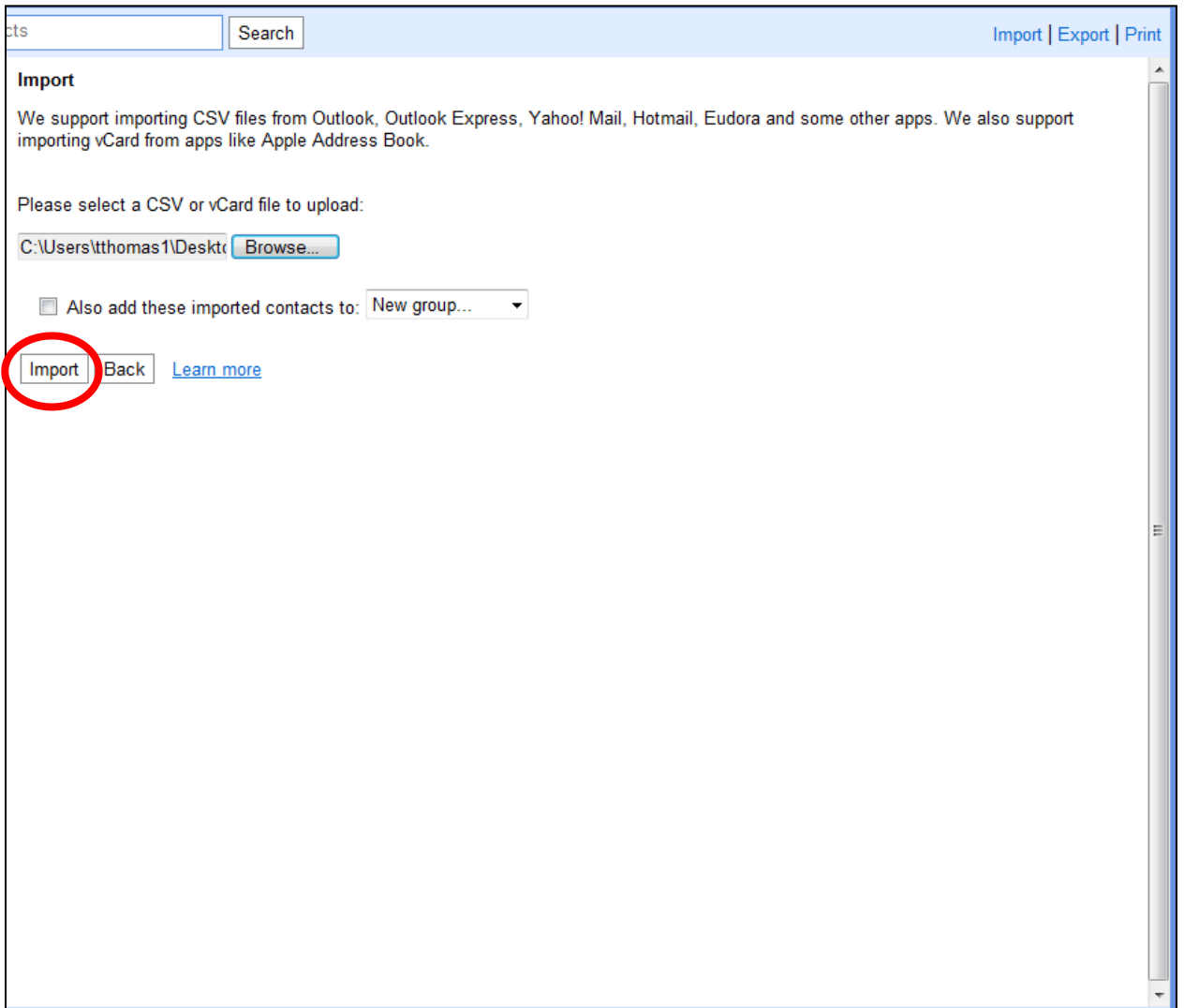
3. Click on the **Browse** button to locate the CSV file.



4. Highlight to select the file, and click "Open"



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



cts Search Import | Export | Print

### Import

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book.

Please select a CSV or vCard file to upload:

C:\Users\tthomas1\Desktop Browse...

Also add these imported contacts to: New group...

Import Back [Learn more](#)

**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.