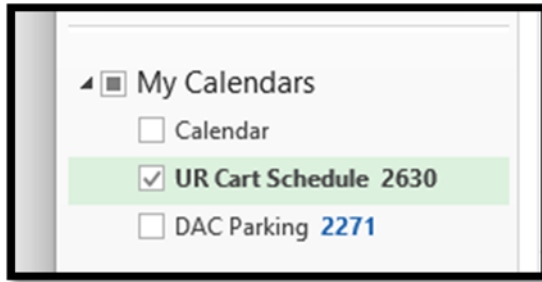


# How to import sub-calendars and public calendars (public folders)

## Part One: Save the Outlook calendar

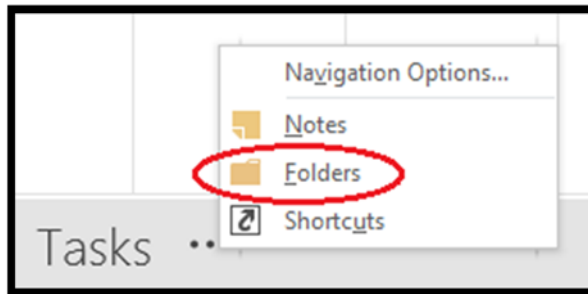
1. Open Outlook and go to **My Calendars**
2. Pick the Calendar you want to save for Google import



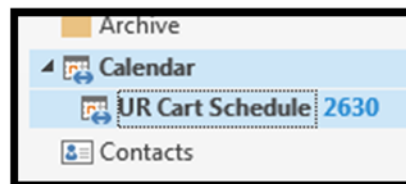
For public folders, navigate to the folders option at the bottom of the tool bar where Mail, Calendar, People and Tasks are and click the **three dots (...)**



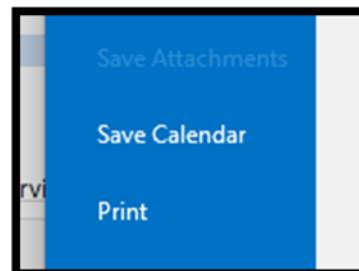
Click on **Folders**

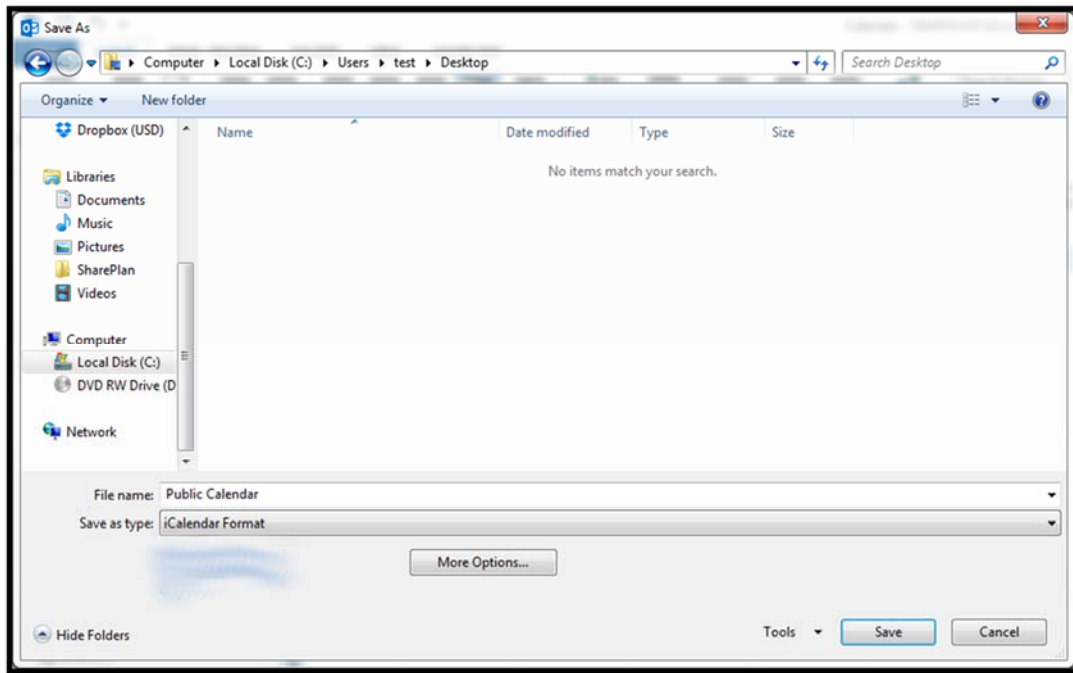


Find the public folder you are an owner of

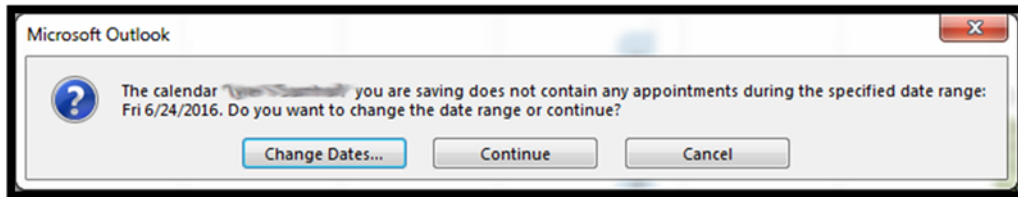


3. When you have found your sub calendar or public folder you want to import, click on **File** at the top of the screen, **Save Calendar**, and choose a save location that will be easily accessible like the Desktop and hit **Save**

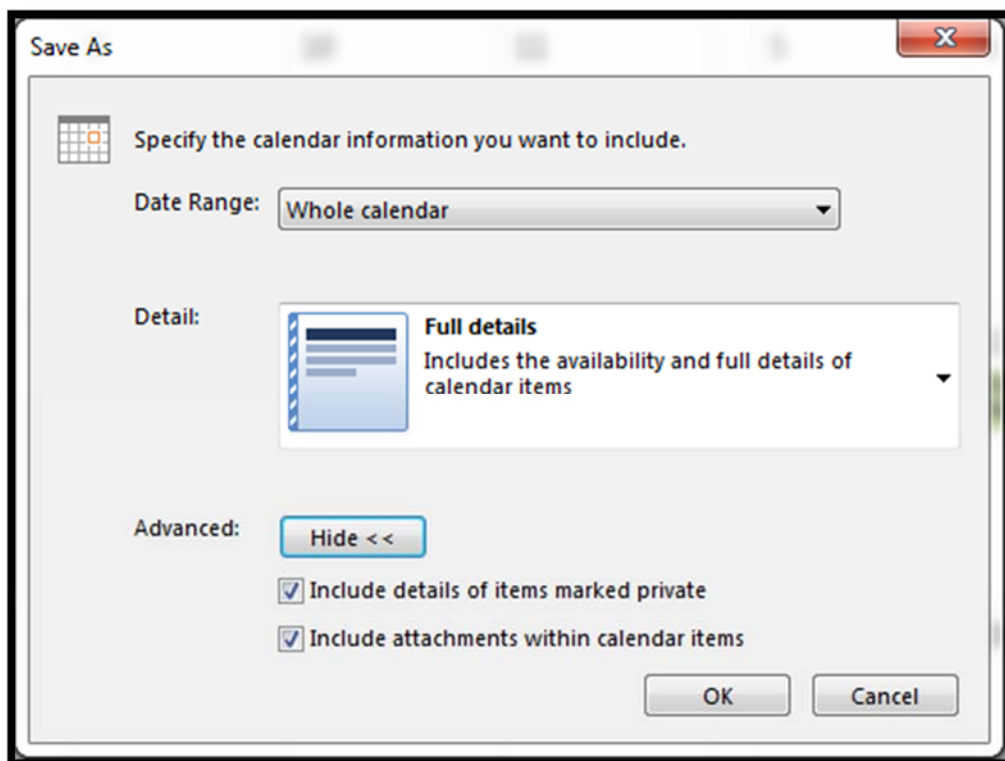




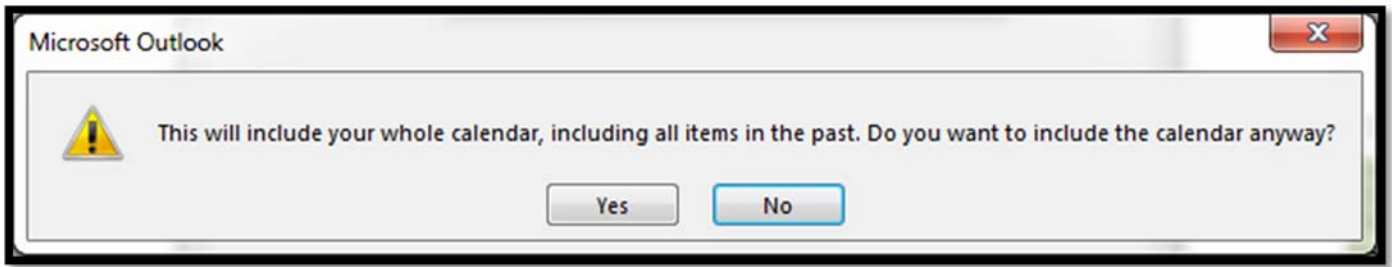
4. Make sure you are saving the calendar so that the correct time frame of calendar dates is included. When you see the following popup, click **Change Dates...**



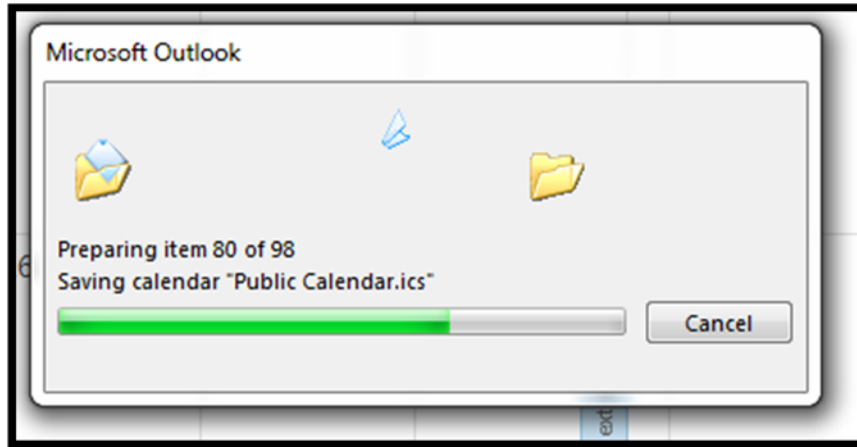
You can modify the parameters to what you would like to see in Google. To see the full calendar with events from the beginning of the calendar's creation, make sure the parameters match what is shown below. Once you are happy with the parameters click **OK**



Click **Yes** on the following popup

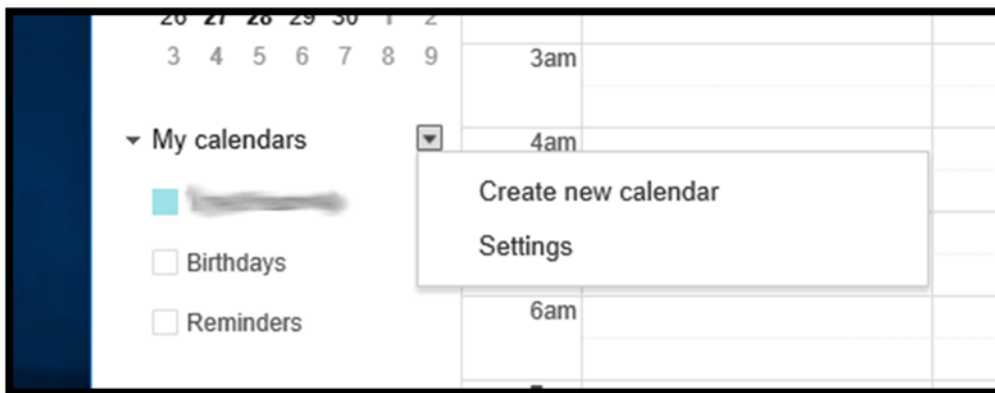


5. It will take a minute or so when it starts saving. Once it is gone, you can close Outlook.



### Part Two: Import to Google

6. Log in to Toreromail and go to the calendar app
7. Go to **My calendars** and click the dropdown arrow
8. Click **Create new calendar** to create a new calendar as a place holder for the data you are importing



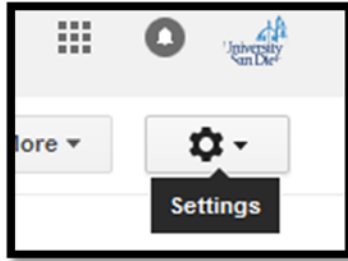
9. When the Create New Calendar pane opens, modify the calendar name to what you want it to be. Click **Create Calendar**

The screenshot shows the 'Create New Calendar' form. At the top, there is a search bar with the University of San Diego logo and a search icon. Below the search bar is the title 'Create New Calendar' and a 'Calendar Details' tab. The form includes several fields: 'Calendar Name' (UR Cart Schedule), 'Organization' (University of San Diego), 'Description' (empty), and 'Location' (empty). There are also dropdown menus for 'Country' (United States) and 'Now select a time zone' ((GMT-07:00) Pacific Time). A checkbox for 'Share this calendar with others' is checked, and there are options to 'Make this calendar public' and 'Share this calendar with everyone in the organization University of San Diego'. There are also two 'See all event details' dropdown menus.

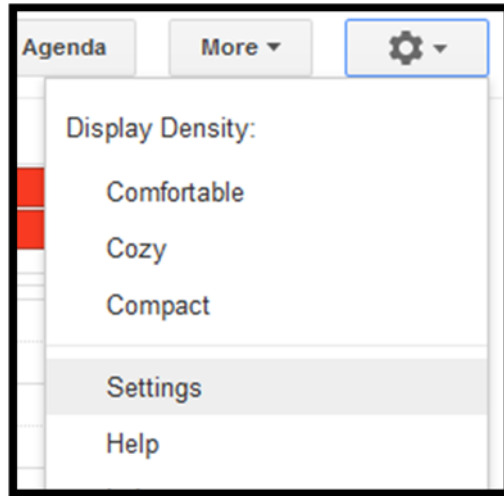
10. You now see the calendar in your My Calendars section

The screenshot shows the 'My Calendars' section. On the left, there is a calendar view for June 2016. The date June 24 is highlighted. On the right, there is a list of calendars. The 'UR Cart Schedule' calendar is selected and highlighted in purple. The 'Father's Day' event is visible on the calendar for Sun 6/19. The time zone is set to GMT-07.

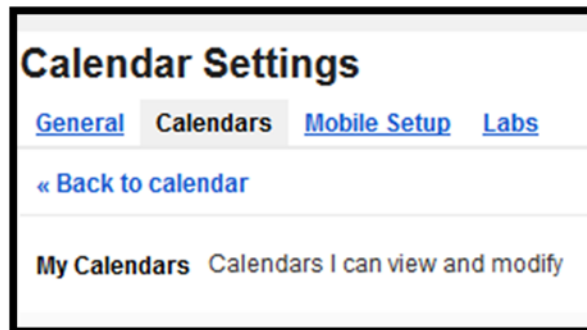
11. Click on the **Settings** gear at the top of the page



12. Click on **Settings** again

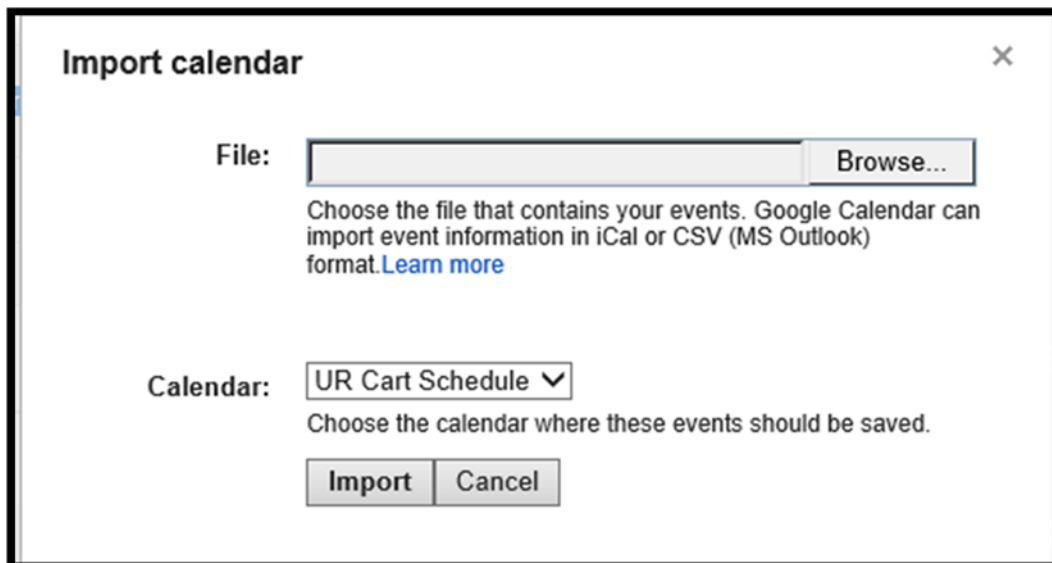


13. Click on the **Calendars** tab



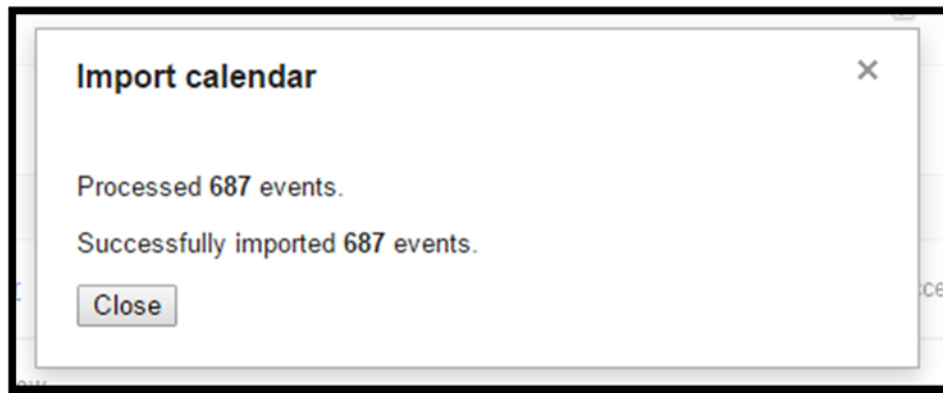
14. Click on **Import calendar**

15. Click on Browse to locate the saved calendar. When you have located it, open it. Click **Import**



16. It will take a moment to import the calendar

17. When it is finished, you will see the following message. Click **Close**



18. Now you will see the sub calendar or public calendar in your list of calendars, as you did in Outlook

19. Congratulations! You can now access your sub calendar and public calendars in Google Mail

---

If you experience any issues importing these calendars, or if you have any further questions about Toreromail please contact the Help Desk at 619-260-7900 or [help@sandiego.edu](mailto:help@sandiego.edu)