

## Setting up Apple iCal for Google Apps

The following document will take you through the steps of setting up Apple iCal to connect with your new Google Apps account. This setup will create an IMAP connection to Google Apps in order to keep your calendar constantly in sync.

Before beginning this setup you should be sure you have logged into Google Apps for the first time and have created a new password.

### iCal and Google Calendar

In this section you will connect your iCal to your Google Apps Calendar.

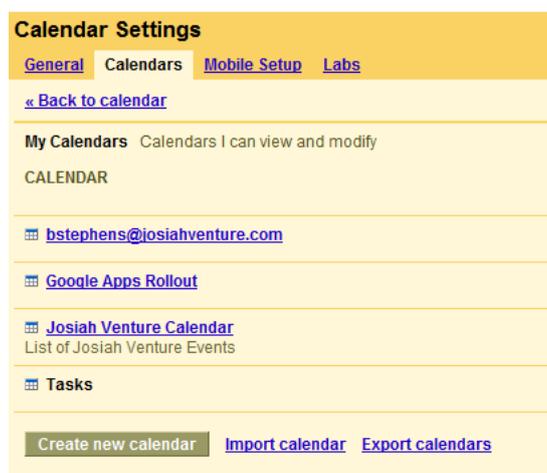
1. Open iCal and go to iCal → Preferences
2. Click on “+” to add a new account
3. Enter
  - Description: Whatever you would like to call this Calendar Account (i.e. Josiah Venture)
  - Username: [username]@josiahventure.com
  - Password: The password you created on your initial login
4. Click CONTINUE
5. Under server options enter the following address:
  - <https://www.google.com/calendar/dav/USERNAME@josiahventure.com/user> (Replace username with your JV username)
6. Click CREATE

If you would like to transfer your iCal calendars to Google Apps, please follow these steps:

1. Open iCal
2. Click on the calendar you want to move to Google Apps and export this calendar – make sure you save it in a location you can easily find and you name it something that will identify it.
3. Repeat this step for all other calendars that you want to move (i.e. Personal, Bills, JV, etc)
4. Go to your Google Calendar online and click “Calendar settings” in the upper right corner of the screen.



5. Select the “Calendars” tab



6. Next you will create a new calendar for each calendar that you want to import (i.e. Personal, Bills, JV, etc)
  - Click “Create new calendar”
  - Select a name for the calendar

- Determine whether you want to share this calendar with others. You can make it completely private, share only free/busy time, or share all details. You can also choose the people you want to see your calendar.

Calendar Name:

Organization:

Description:

Location:  e.g. "S

Calendar Time Zone:  Country:  Now s

**Share this calendar with others** [Learn more](#)

Make this calendar public [See](#)

Share this calendar with everyone in the organization [See](#)

- Repeat this for all calendars that you will import (NOTE: you already have one calendar created with Google Apps which you can treat as you main/top level calendar if you would like)
7. After you have created all your calendars, click "Import Calendar" on the calendar settings page

**Import calendar**

File:

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

Calendar:

Choose the calendar where these events should be saved.

8. Locate the file you created from iCal and then select the calendar you want to import those events into. Click IMPORT (Repeat this for all calendars that you need to import)

Once you complete this step you can go to your Google Calendar and setup additional features, such as adding coworker's calendars, adding the JV Master Calendar, and determining what information you want others to see on your calendar.

Please see the [Josiah Venture Google Calendar Learning Center](#) page for more information about Google Calendars.