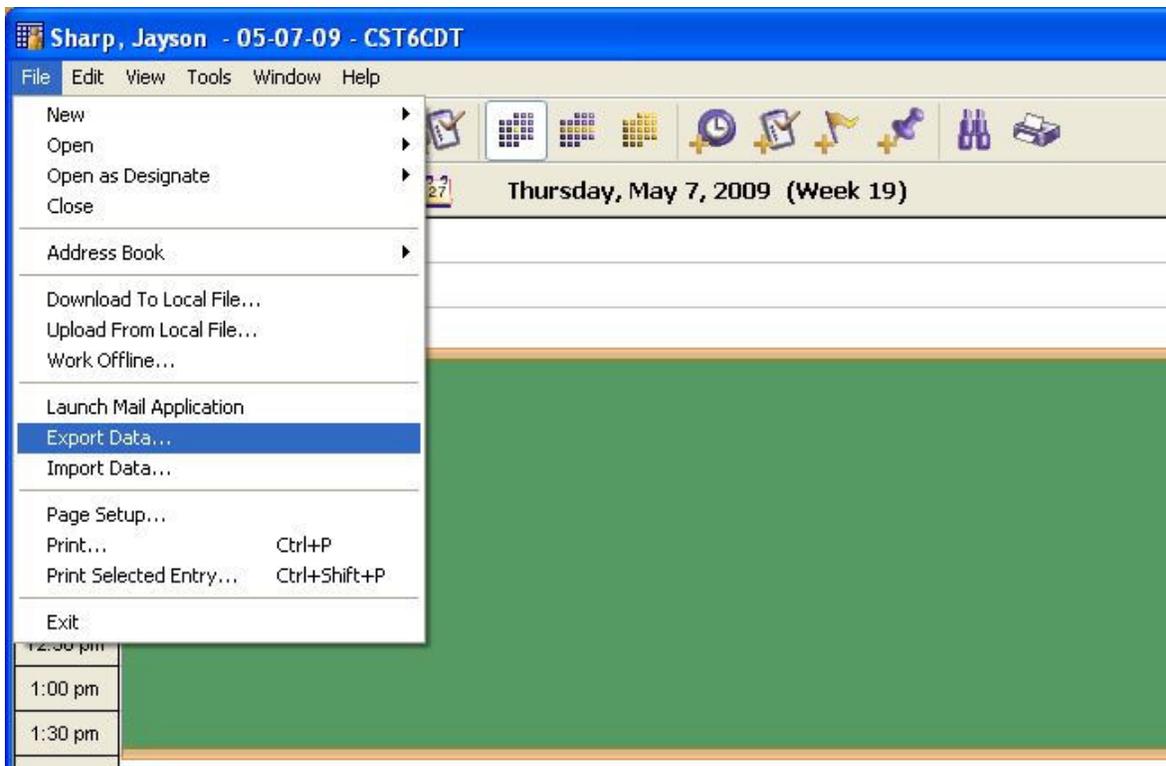


Moving Oracle Calendar to K-State Zimbra Calendar

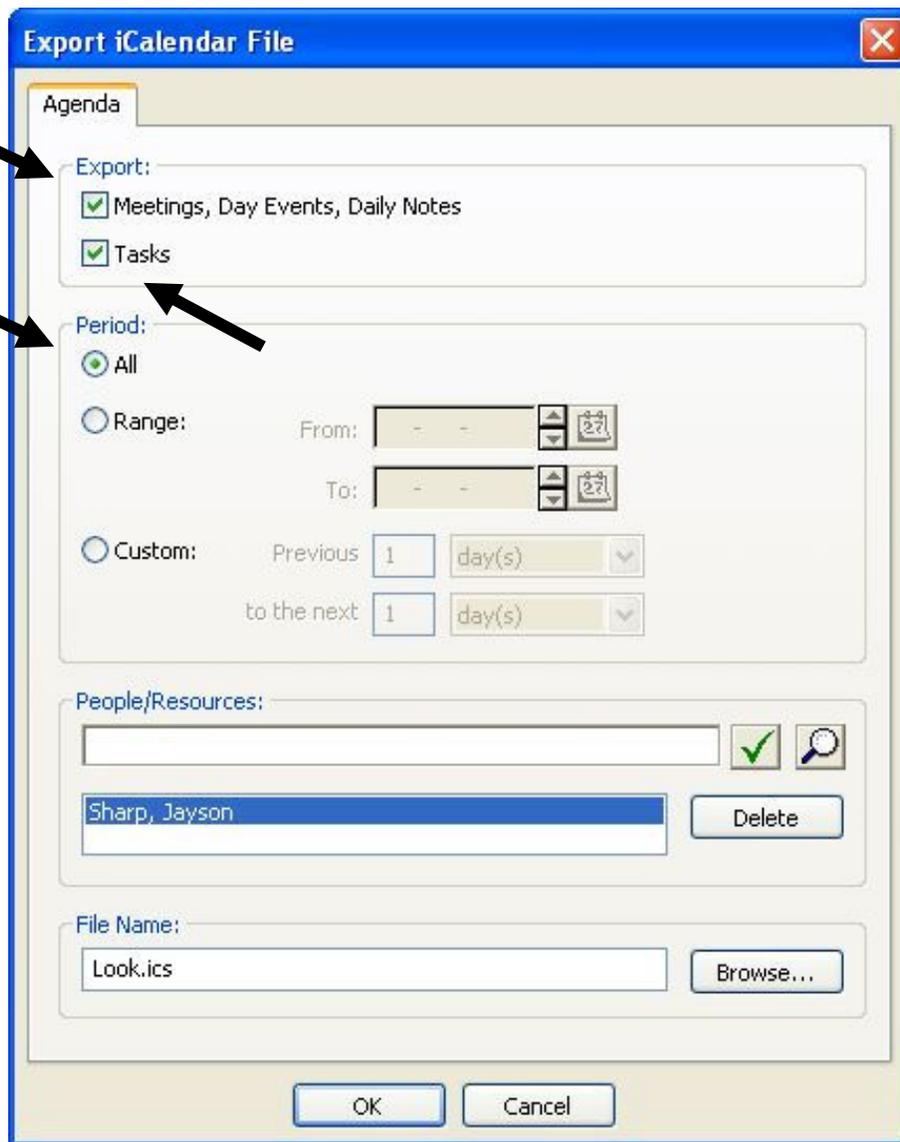
K-State Zimbra is Kansas State University's new e-mail and calendaring system. It can be used in a web browser or from a local e-mail client such as Pegasus Mail or Mozilla Thunderbird. Although Oracle Calendar is still K-State's official calendar, you can start using K-State Zimbra to get used to the interface. This guide will help you import your data from Oracle Calendar to Zimbra Calendar.

To Export your Oracle Calendar

1. Open Oracle Calendar and click on the **File Menu**.
2. In the **File Menu** click **Export Data**.



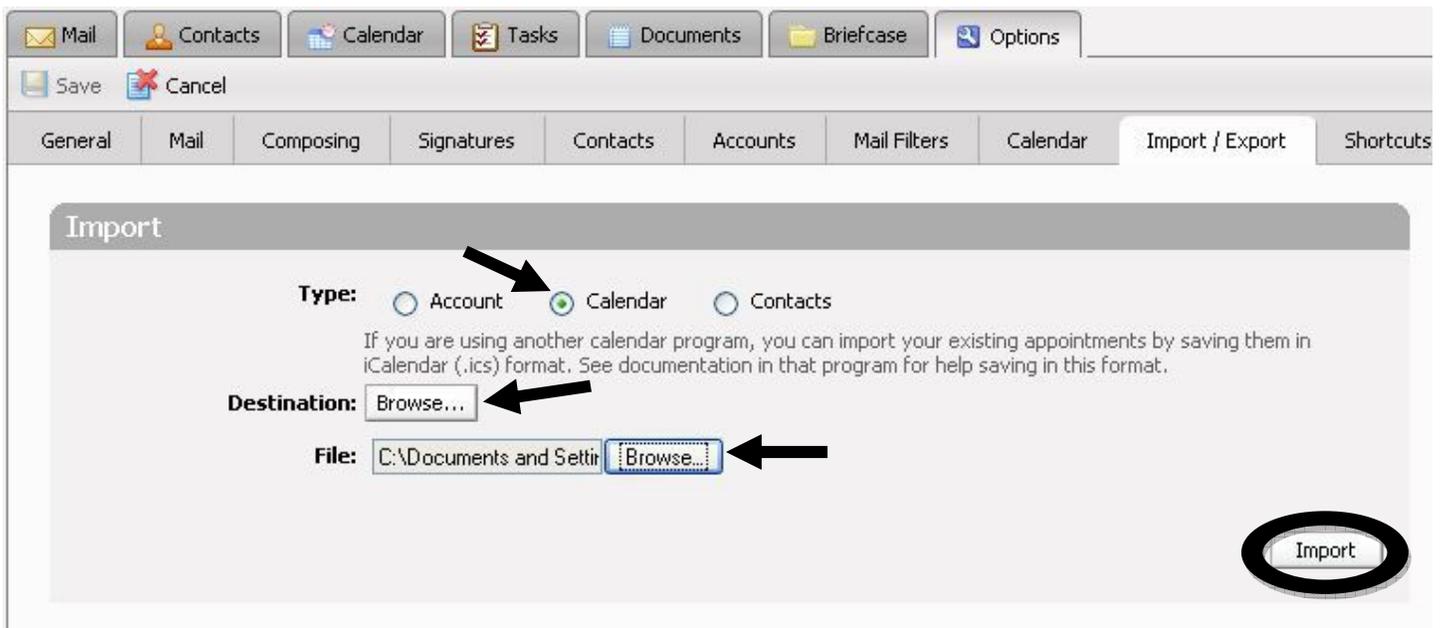
3. In the **Export Utility** menu choose the **iCalendar File** format (.ics), and Click **Continue**.
4. **Checkmark** the boxes listed as:
 - a. Under the **Export** heading
 - i. Meetings, Day Events, Daily Notes
 - ii. Task
 - b. Under the **Period** heading
 - i. Click the **Circle** for All



5. Under the **File Name** box choose a name for the exported file that you can easily remember.
6. Click the **Browse** Button, and choose to save the file onto the Desktop. Then **Click OK.**

Importing your Calendar to K-State Zimbra

1. Login to **K-State Zimbra** by going to <http://webmail.ksu.edu>.
2. Go to the **Options** tab in **K-State Zimbra**.
3. In the **Options** menu click the **Import/Export** button.
4. Click the **Calendar** option.
5. Click **Browse** next to Destination and **Choose** the Calendar you want to upload to.



6. Click **Browse** next to the File textbox. The iCalendar file you created in the first step should be located on the **Desktop**.



7. Choose the file and **Click OK**.
8. Click the **Import** button when you are finished and your calendar has been successfully transferred.
9. **Wait** for the confirmation message stating that the file has been uploaded successfully.
10. To view the items in your calendar, click the **Calendar** tab at the top of the page. You can repeat this process as you update your Oracle Calendar by following these same steps.

If you have any questions please contact the IET Helpdesk at (785) 532-6270 or e-mail us at support@ksre.ksu.edu.