

**USER MANUAL  
FOR  
MIGRATING  
ZIMBRA CALENDAR  
TO  
GOOGLE CALENDAR**

# 1. Migration method of Zimbra calendars to Google Calendar

## 1.1 Summary process

### Summary of the steps involved:

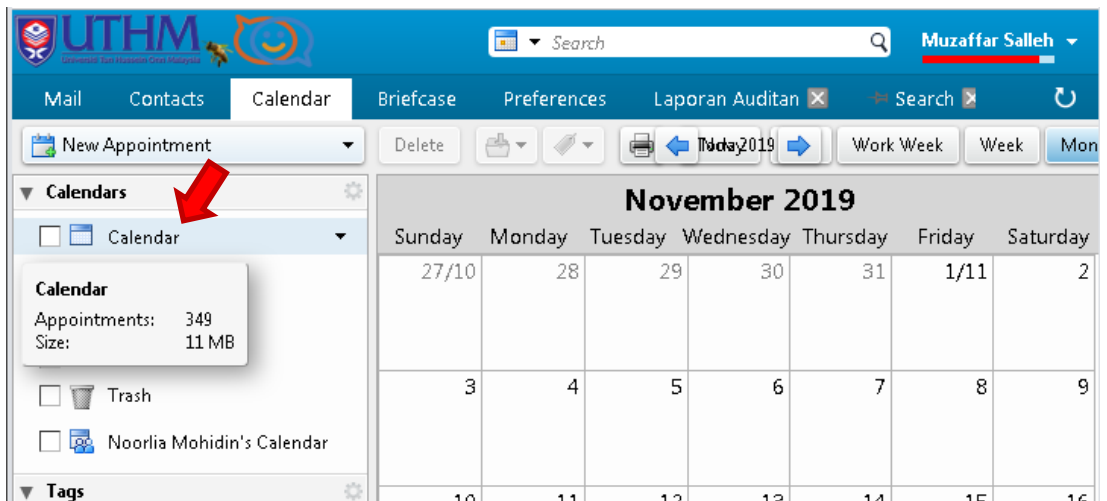
1. Check the calendars in the Zimbra email that you want to export
  - a. If the calendar size is equal to or less than 1Mb
    - i. Export zimbra calendar into .ics file.
  - b. If the calendar size is > 1Mb
    - i. Create a calendar or multiple calendars for the calendar splitting process
    - ii. Move events from a calendar > 1Mb to a split calendar
    - iii. Export split calendar
2. Import calendar/split calendar from Zimbra export file to Google Calendar

## 1.2 Detail process

### Step 1 : Check the calendars in the Zimbra email that you want to export (migrate)

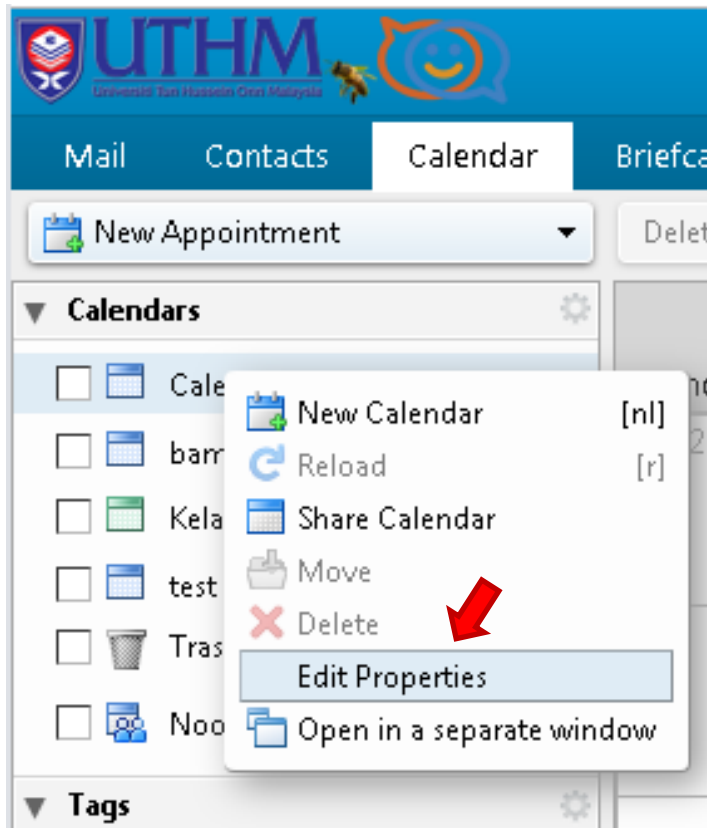
There are 2 ways to find out the size of your calendar

- i. Place your mouse pointer / cursor at the calendar name you want to check its size and the number of appointments and sizes will appear as shown in the diagram below.

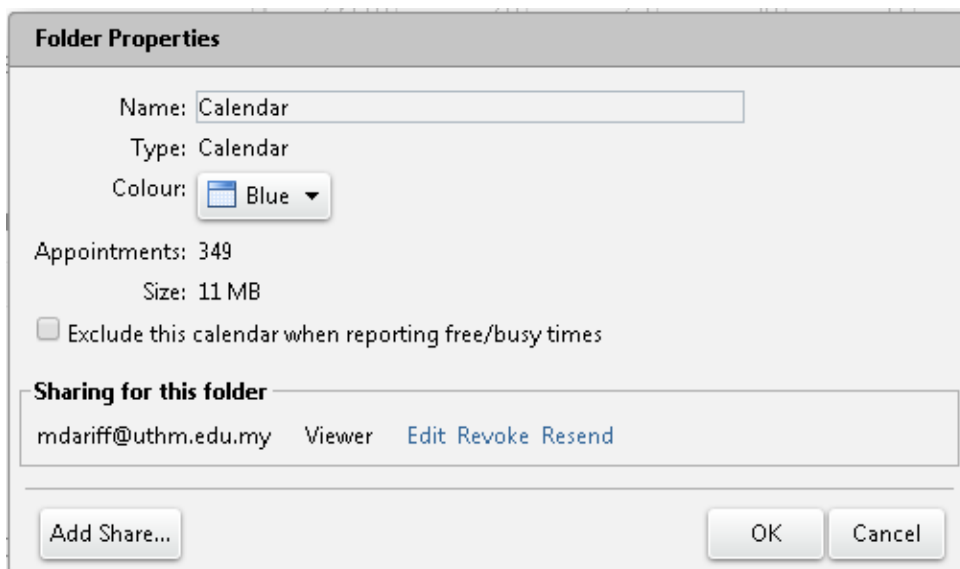


The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Briefcase', 'Preferences', and 'Laporan Auditan'. A search bar is visible on the right. The main content area displays a calendar for November 2019. On the left sidebar, under 'Calendars', the 'Calendar' entry is highlighted with a red arrow. A tooltip is shown next to it, displaying 'Calendar' with 'Appointments: 349' and 'Size: 11 MB'. Below this, there are options for 'Trash' and 'Noorlia Mohidin's Calendar'. The calendar grid shows dates from 27/10 to 16/11.

- ii. If method i. does not display the number of appointments and the size of the calendar you have selected, after placing your mouse pointer / cursor into the calendar name you want to check -> right-click your mouse -> click Edit Properties as shown in the diagram below.

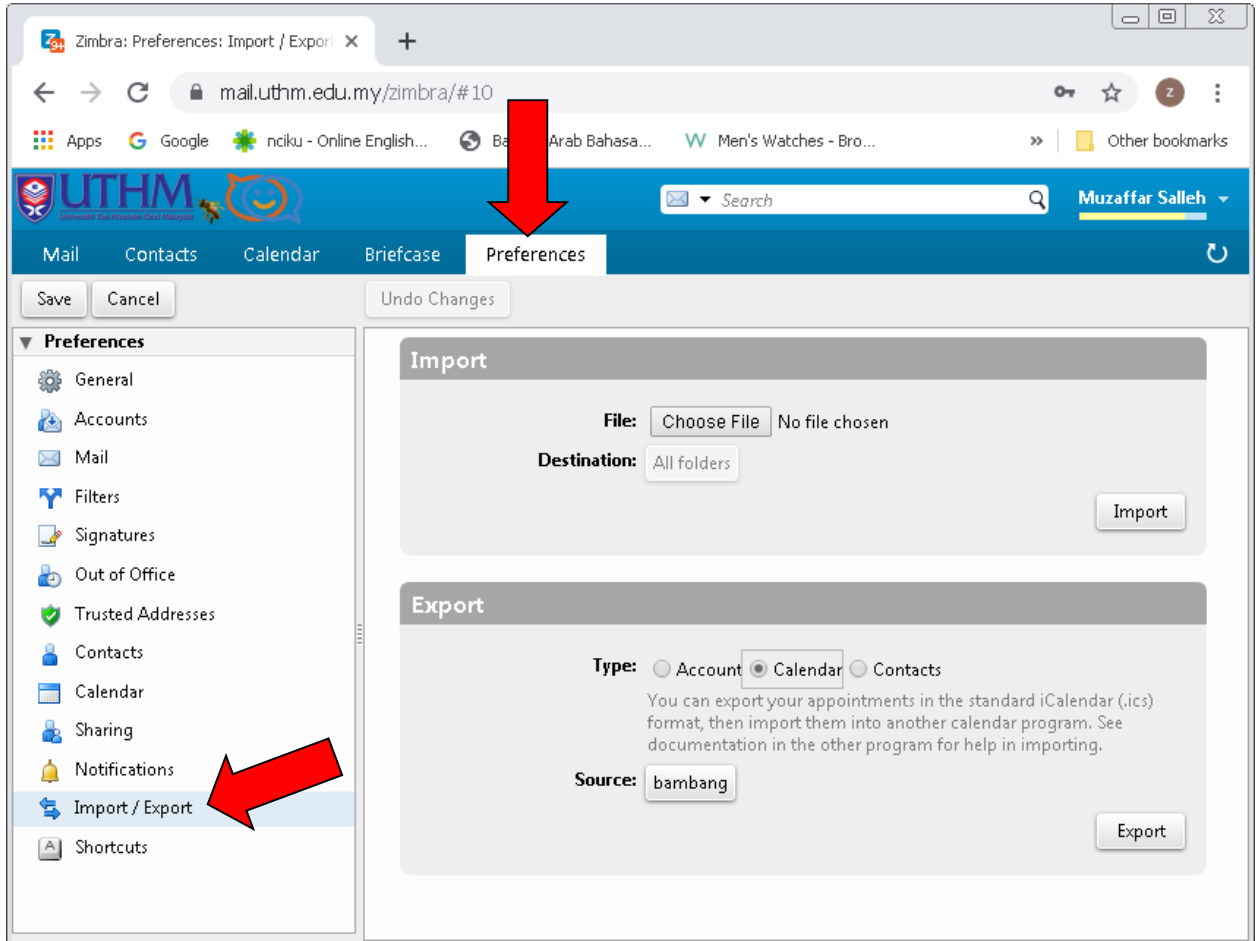


You will get an information showing the number of Appointments and Size as below



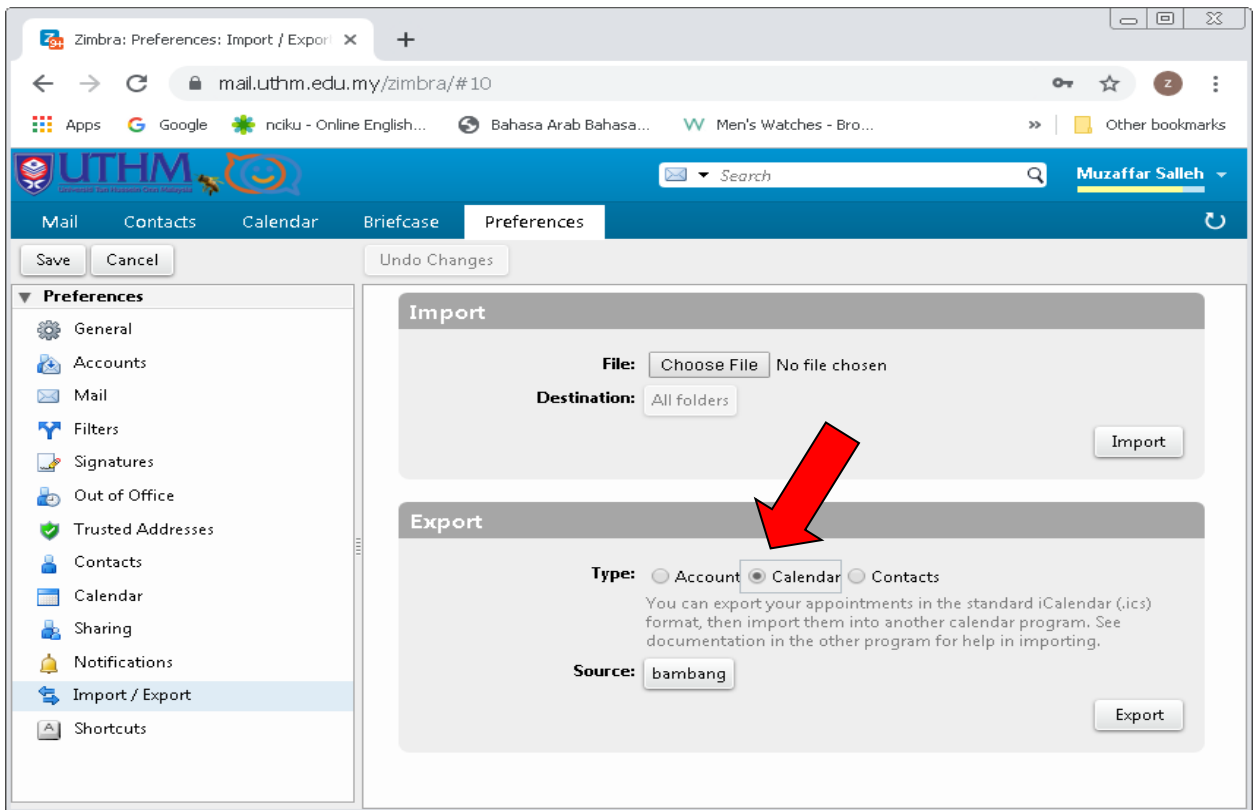
## Export Zimbra calendar

- a. **If the calendar size is equal to or less than 1Mb**
  - i. Click 'preferences' in your Zimbra email and then click 'Import/Export' at the lower left menu.

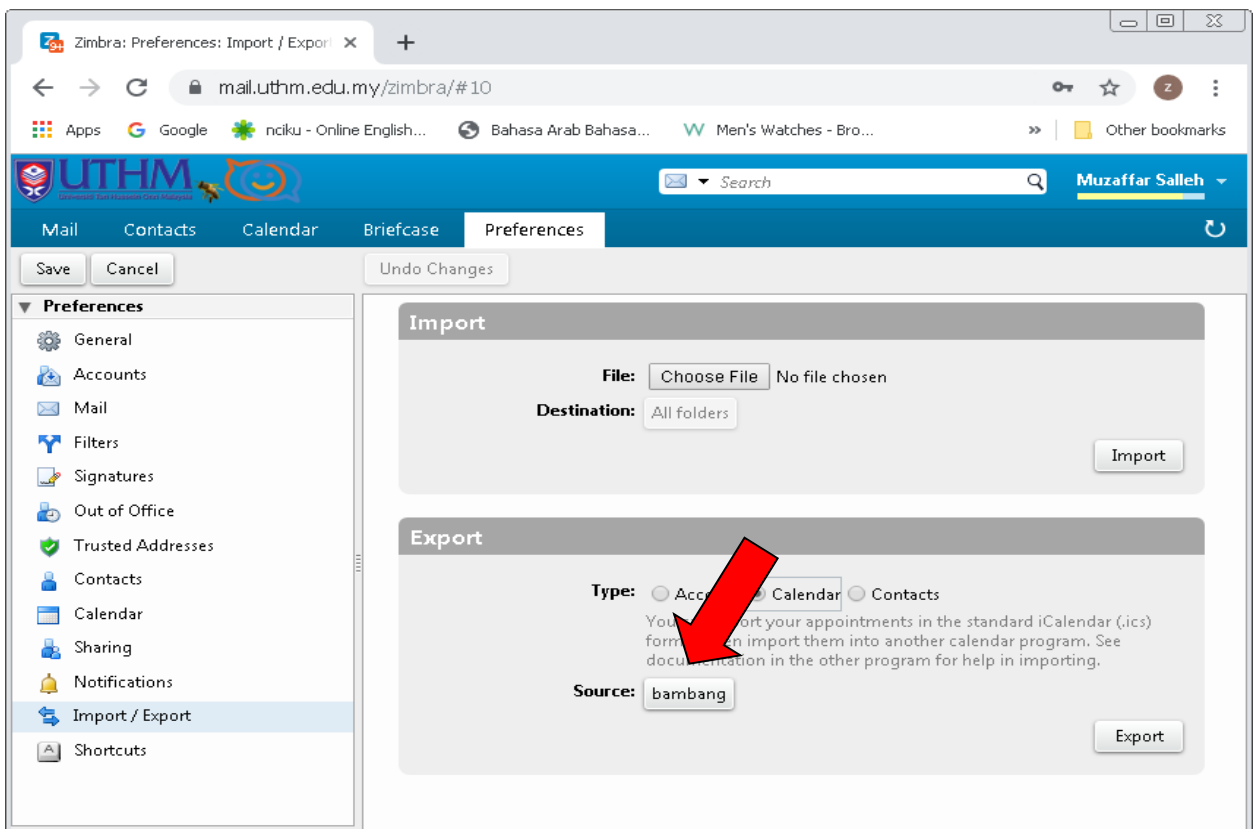


The screenshot displays the Zimbra web interface in a browser window. The address bar shows the URL `mail.uthm.edu.my/zimbra/#10`. The navigation menu at the top includes Mail, Contacts, Calendar, Briefcase, and Preferences. A red arrow points to the Preferences menu item. Below the navigation menu, there are buttons for Save, Cancel, and Undo Changes. The Preferences sidebar on the left lists various settings, with 'Import / Export' highlighted and a red arrow pointing to it. The main content area is divided into two sections: 'Import' and 'Export'. The 'Import' section has a 'File' field with a 'Choose File' button and a 'Destination' dropdown set to 'All folders', with an 'Import' button. The 'Export' section has a 'Type' radio button group with 'Calendar' selected, a 'Source' dropdown set to 'bambang', and an 'Export' button. A note below the 'Type' section explains that appointments can be exported in iCalendar (.ics) format.

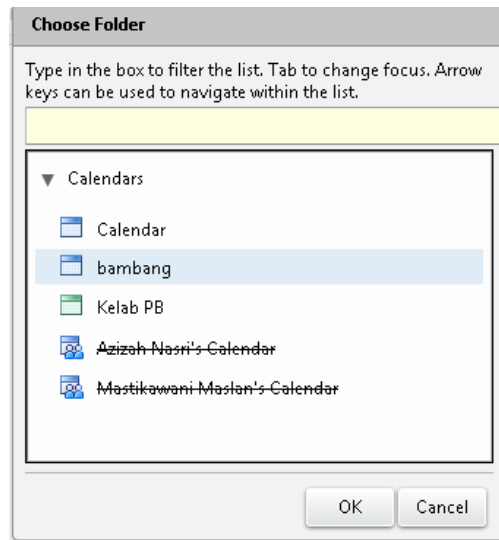
ii. Click 'calender' under the 'Export' area.



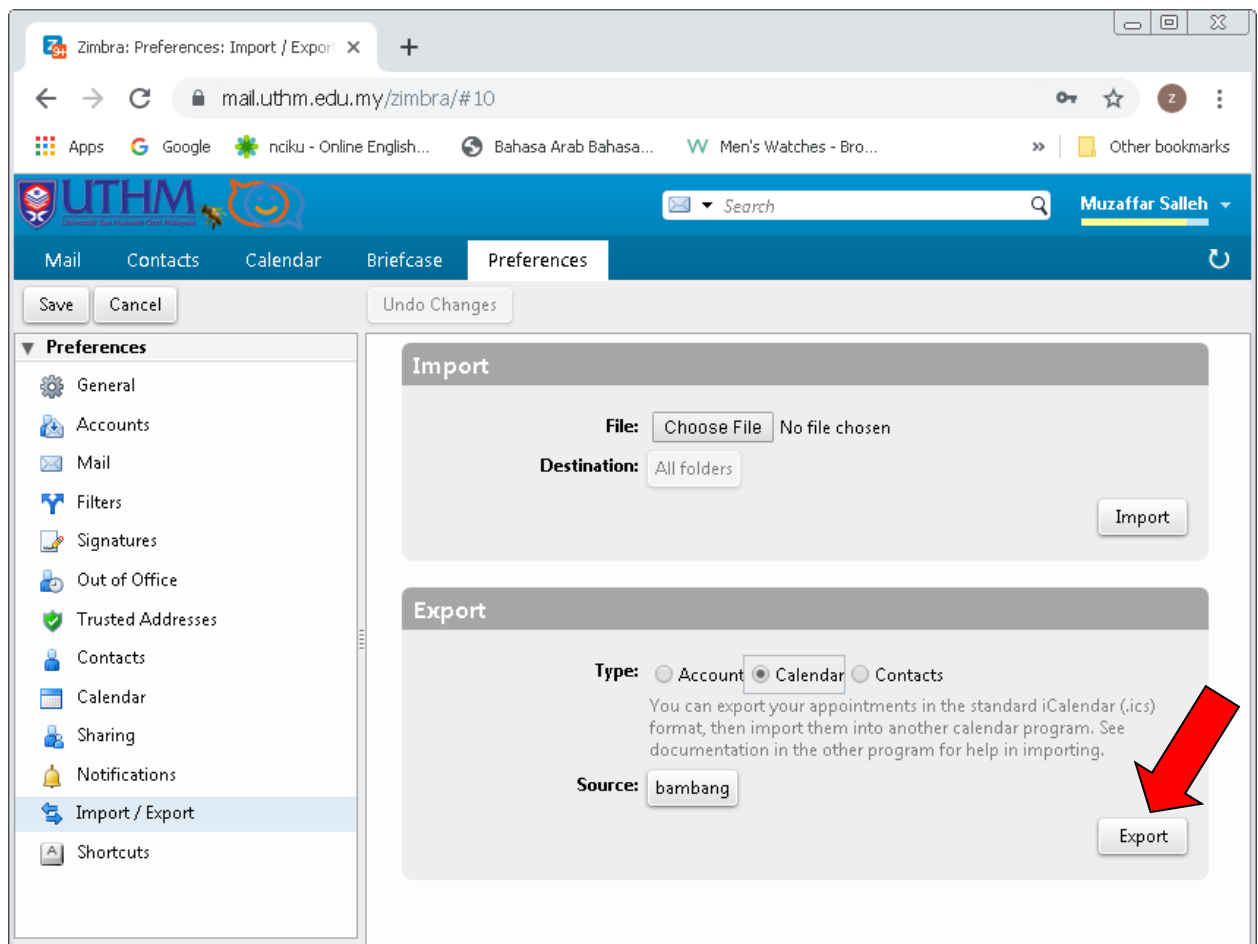
iii. Click the button near the word 'Source'.



- iv. Select the name of the calendar folder you want to export and click the 'OK' button.



- v. Click the 'Export' button.

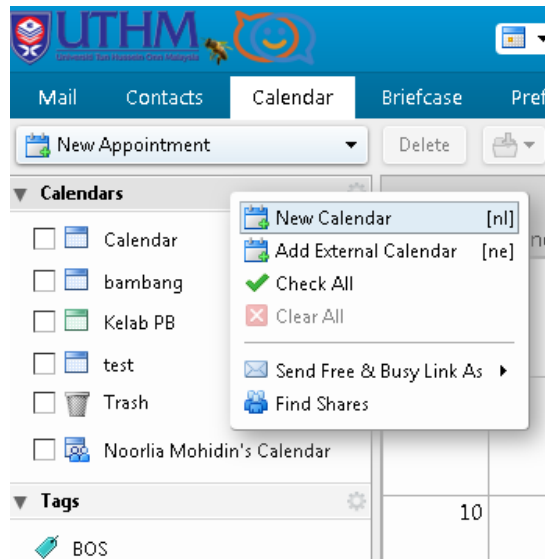


- vi. Finish.

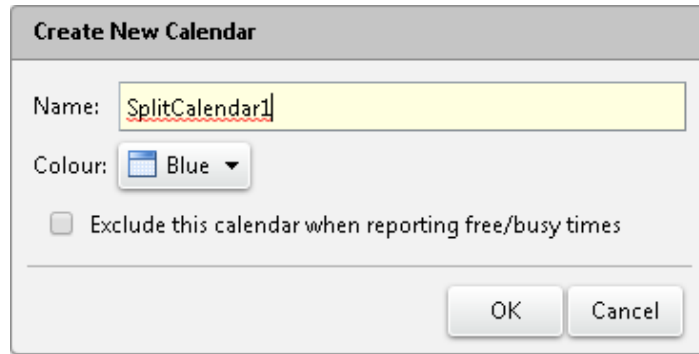
**b. If the calendar size is > 1Mb**

i. Create a calendar or multiple calendars for the calendar splitting process

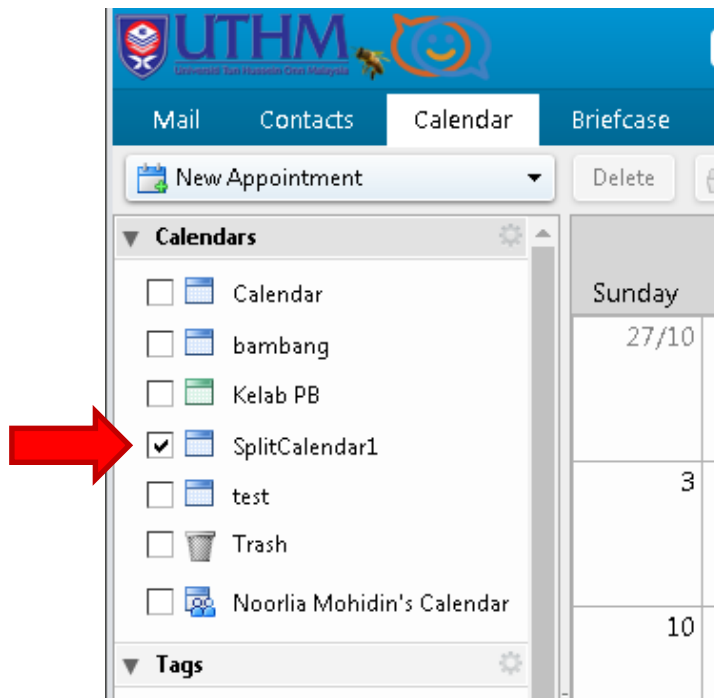
- Take the mouse pointer / cursor to 'Calendars' and right-click the mouse -> click 'New Calendar'



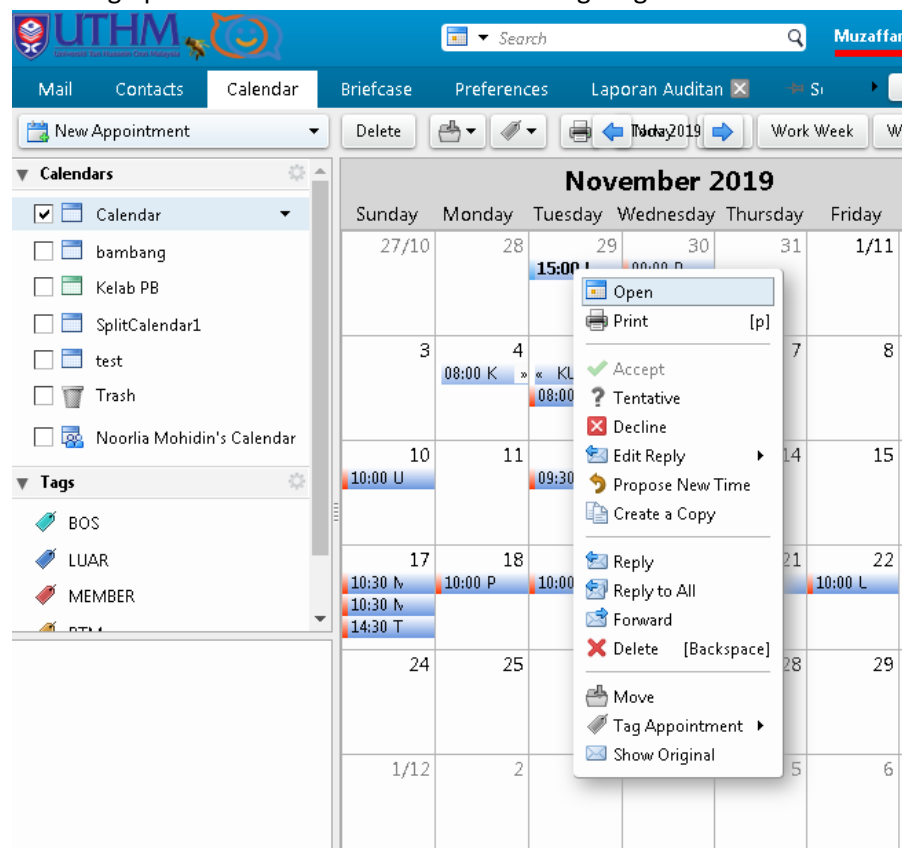
- Type your new calendar name in the space as shown in the diagram below. You can also choose colors to represent your calendar. Then click the OK button.



- Your new calendar will be displayed under "Calendars" as shown in the following diagram.

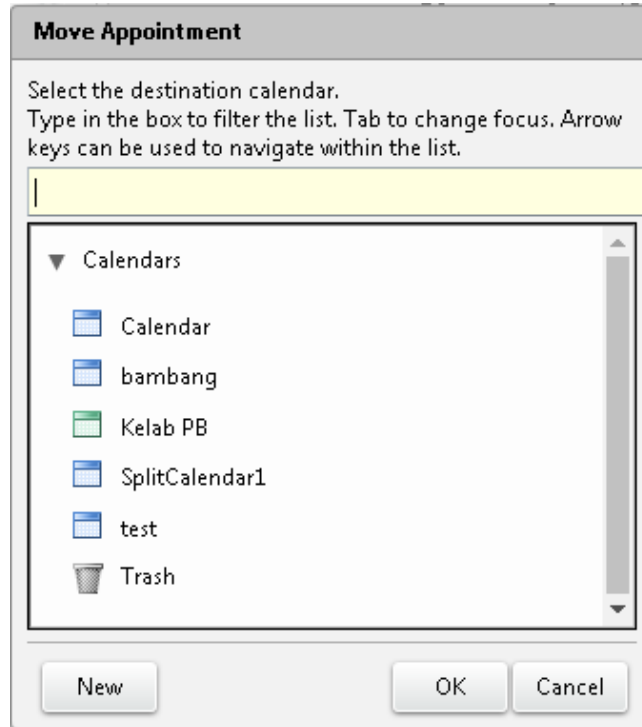


- ii. Move events from a calendar > 1Mb to a split calendar
  - Uncheck all existing calendars (to facilitate the selection of specific calendar-related events only)
  - Check (select the calendar name that you want to split)
  - Find the event (appointment, tasks, meeting, schedule) that you want to move to your split calendar.
  - Take the mouse pointer / cursor of your choice and click on the right hand side to bring up the menu as shown in the following diagram.






- Click “Move”
- A popup menu of “Move Appointment” will appear as in the following diagram. Click the name of the split calendar you want and press the OK button.



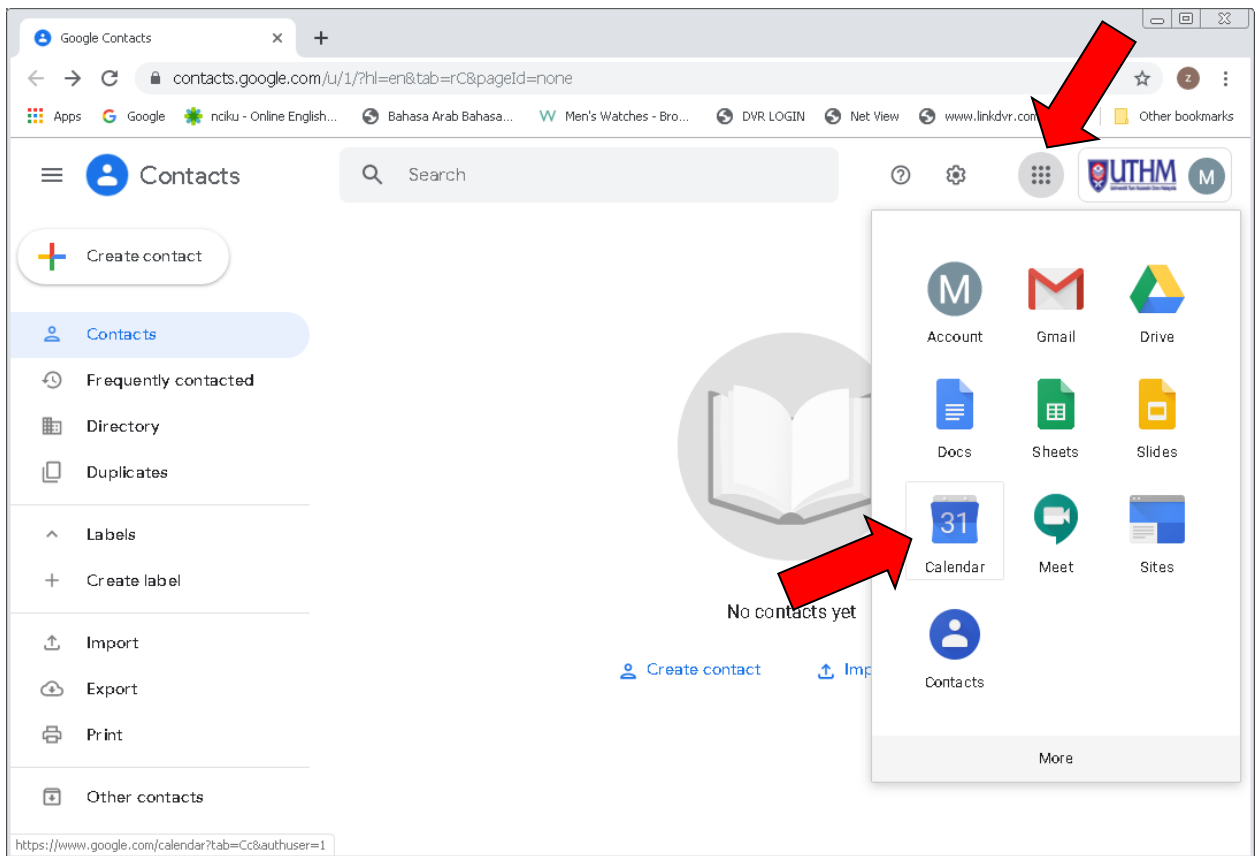
iii. Export split calendar


Please refer to steps i to vi for calendar export process in Zimbra email If the calendar size is equal to or less than 1Mb.

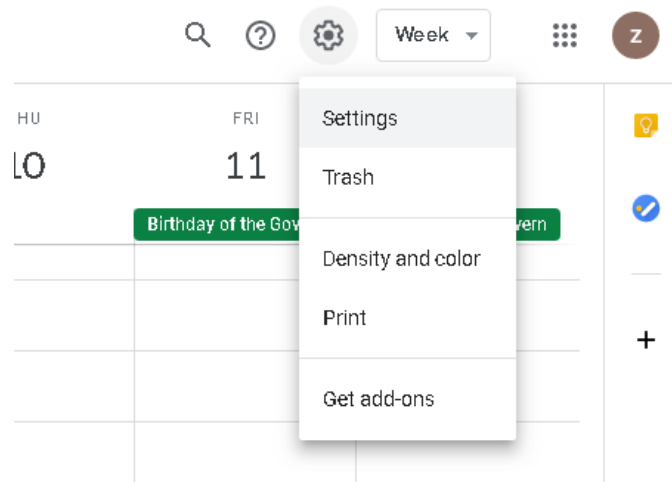
## Step 2 : Import calendar from Zimbra export file to Google Calendar

- a. Assuming you have logged in to your Gmail email account, click at the  icon and then click

the  'Calendar' Calendar icon



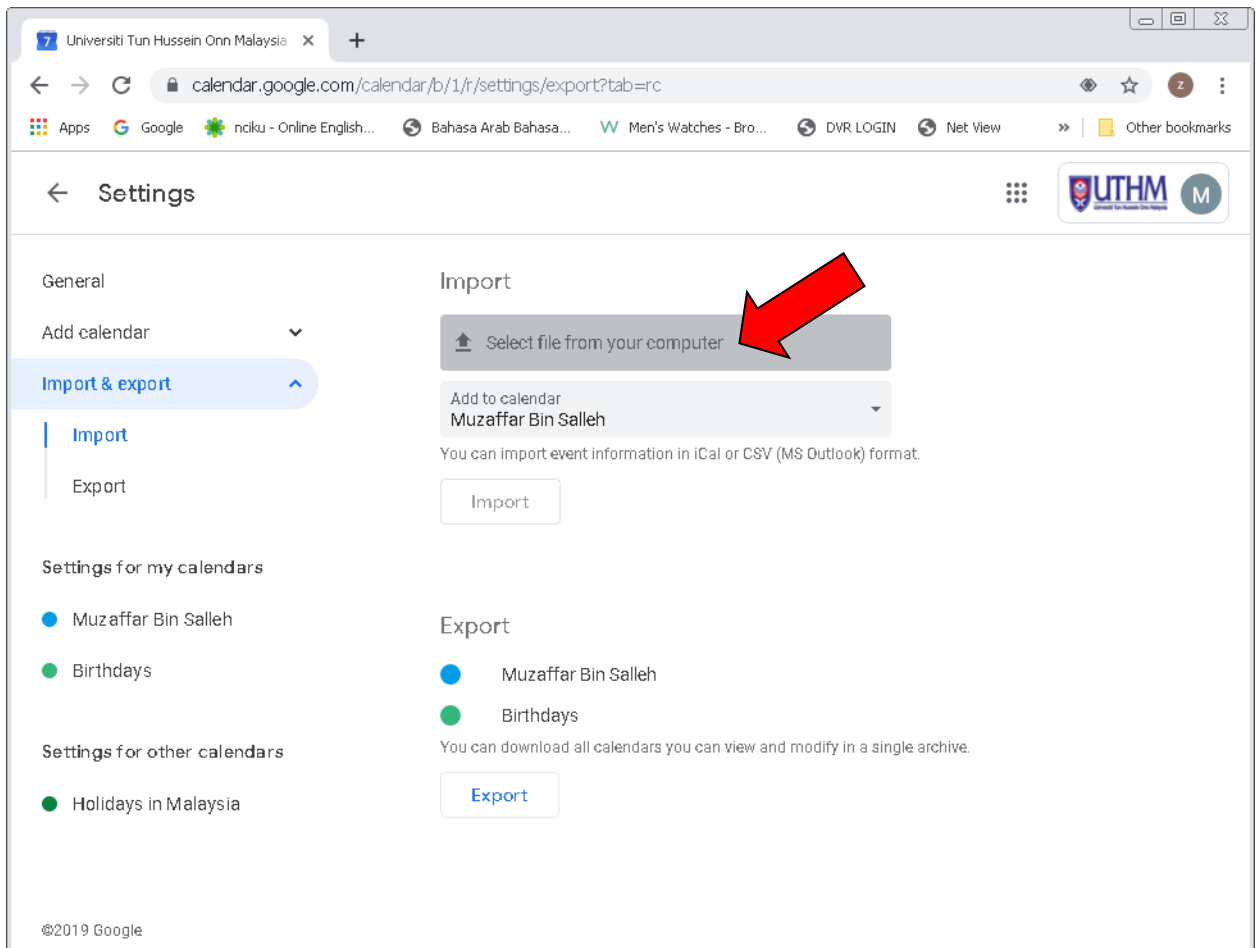
b. Click the  icon at the top right of the Google Calendar screen and then click 'Settings'.



c. Click 'Import & export'

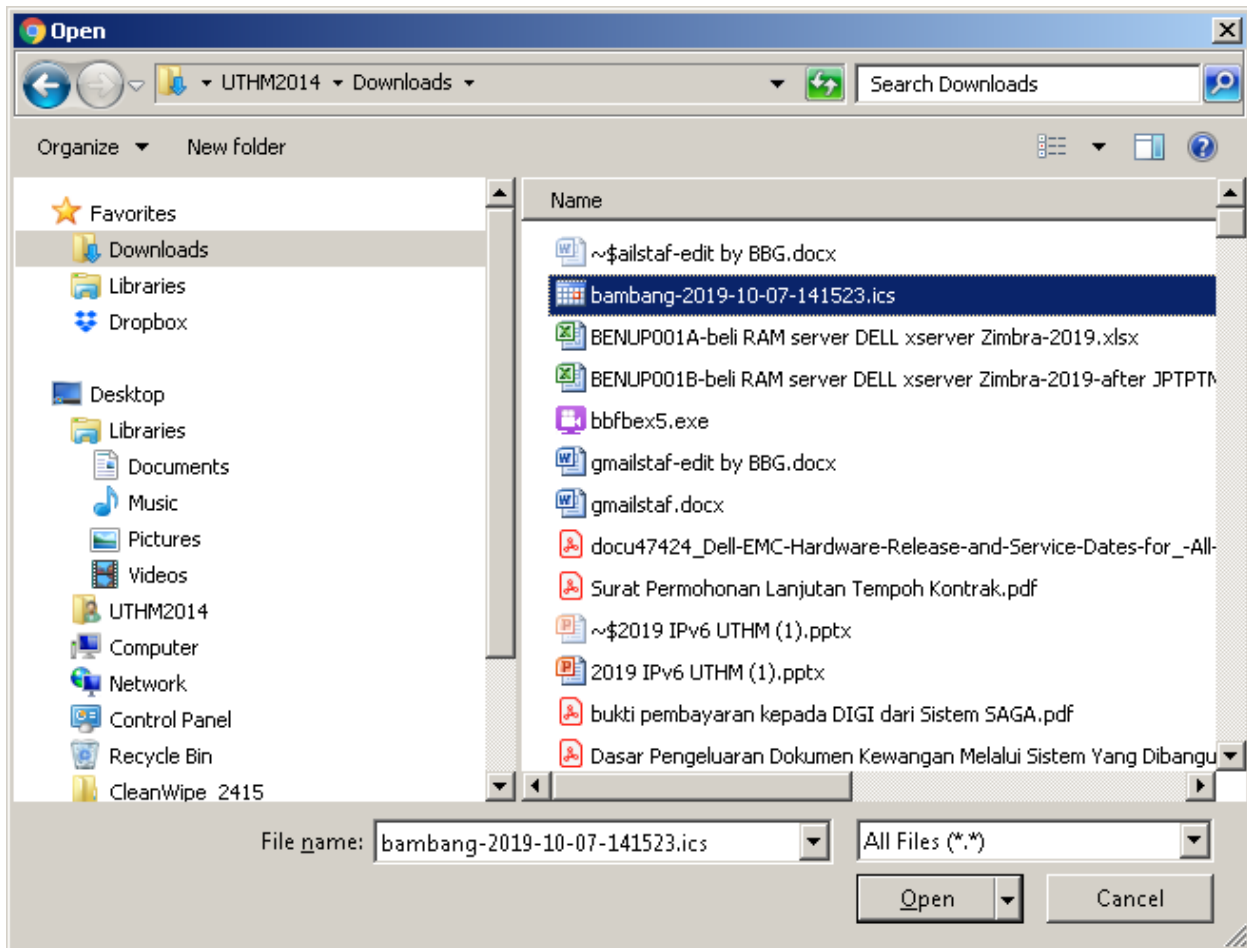
The image shows a web browser window displaying the Google Calendar settings page. The browser's address bar shows the URL `calendar.google.com/calendar/b/1/fr/settings?tab=rc`. The page title is "Settings". On the left side, there is a navigation menu under the "General" section, which includes "Language and region", "Time zone", "World clock", "Event settings", "View options", "Events from Gmail", "Working Hours", "Main work location", "Keyboard shortcuts", and "Add calendar". The "Import & export" option is highlighted with a red rectangular box, and a red arrow points to it from the left. The main content area is titled "Language and region" and contains several settings: "Language" (English (US)), "Country" (Malaysia), "Date format" (12/31/2019), and "Time format" (1:00pm). Below this is the "Time zone" section, which includes a checkbox for "Display secondary time zone" (unchecked), a "Primary time zone" dropdown set to "(GMT+08:00) Malaysia Time - Kuala Lumpur", and a "Secondary time zone" dropdown set to "Not selected". There are also "Label" buttons and a swap icon next to the time zone dropdowns. At the bottom of the settings, there is a checkbox for "Ask to update my primary time zone to current location" which is checked. The page footer indicates "Settings for my calendars".

- d. Click on the 'Select file from your computer' column and browse for the name of the calendar export file you created in your Zimbra email. If you did not change the location of the export file, you should find it at the 'download' location on your computer.

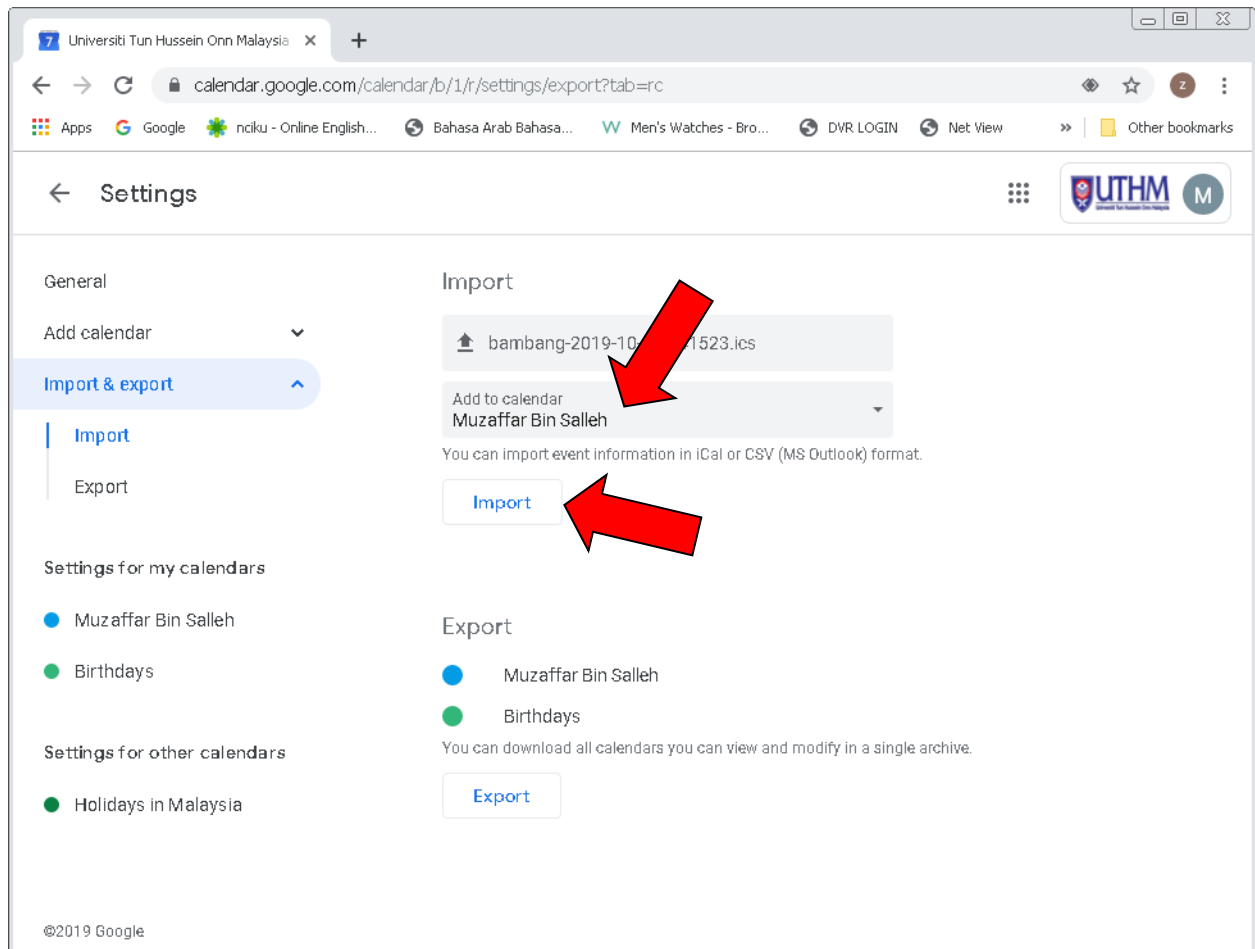


The screenshot shows the Google Calendar settings page for a user named Muzaffar Bin Salleh. The page is titled 'Settings' and has a left-hand navigation menu with options: 'General', 'Add calendar', 'Import & export', 'Settings for my calendars', and 'Settings for other calendars'. The 'Import & export' section is active, and the 'Import' sub-section is selected. In the 'Import' section, there is a button labeled 'Select file from your computer' with an upward-pointing arrow icon. A large red arrow points to this button. Below this button is a dropdown menu labeled 'Add to calendar' with 'Muzaffar Bin Salleh' selected. Below the dropdown is the text 'You can import event information in iCal or CSV (MS Outlook) format.' and an 'Import' button. In the 'Export' section, there are two radio buttons: 'Muzaffar Bin Salleh' (selected) and 'Birthdays'. Below these is the text 'You can download all calendars you can view and modify in a single archive.' and an 'Export' button. The browser's address bar shows 'calendar.google.com/calendar/b/1/r/settings/export?tab=rc'. The browser's bookmark bar includes 'Apps', 'Google', 'ncku - Online English...', 'Bahasa Arab Bahasa...', 'Men's Watches - Bro...', 'DVR LOGIN', 'Net View', and 'Other bookmarks'. The UTHM logo is visible in the top right corner of the page.

- e. Double click on the export file or click on the file and then click the 'Open' button.



- f. If you already have more than one calendar name in Gmail, you will need to click on the 'add to calendar' field and select the calendar name in your gmail that you want to use to receive the Zimbra calendar.



- a. Click the 'Import' button  
b. Finish