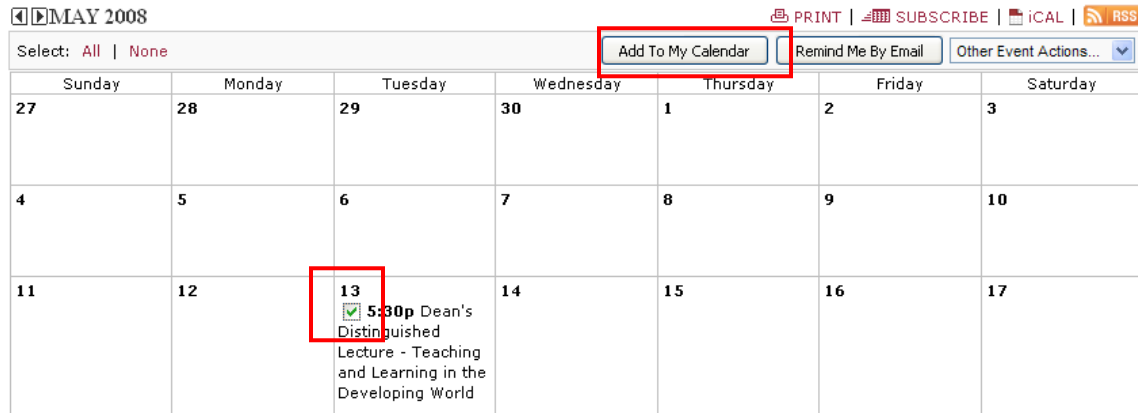


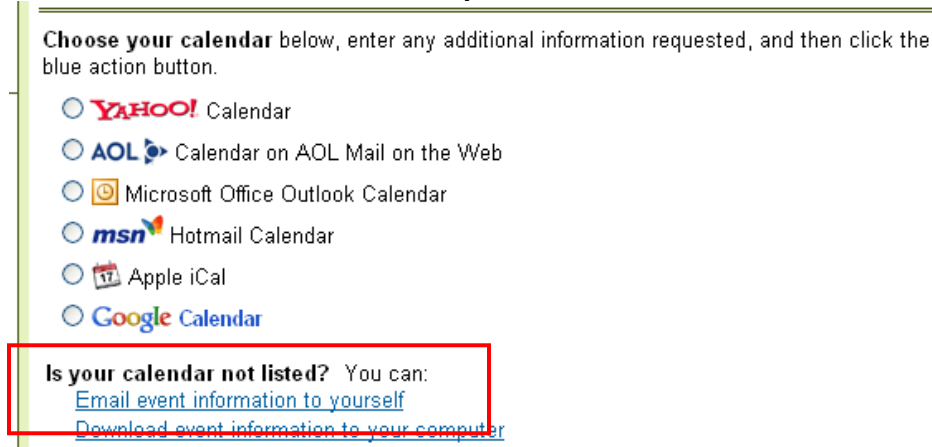
Importing events from public "iCal" calendars to your personal MeetingMaker calendar

iCal is a standard for calendar data exchange. iCal allows users to send meeting requests and tasks to other users through email. At GSE, MeetingMaker is the official calendar tool for faculty and staff. It is possible to import an event from an iCal source (such as the GSE news and events calendar on the GSE web site http://www.gse.harvard.edu/news_events/events/askwith.html) into MeetingMaker. To do so, please complete the following steps:

1. On the iCal calendar, check the box next to the event that you want to import into MeetingMaker, then click Add to My Calendar.

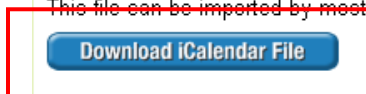


2. Click the Email event information to yourself link.

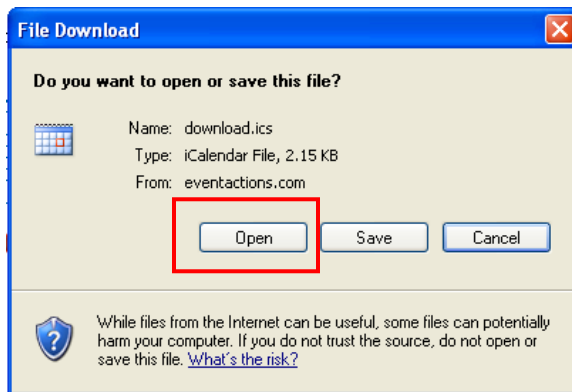


3. Click the Download iCalendar File button

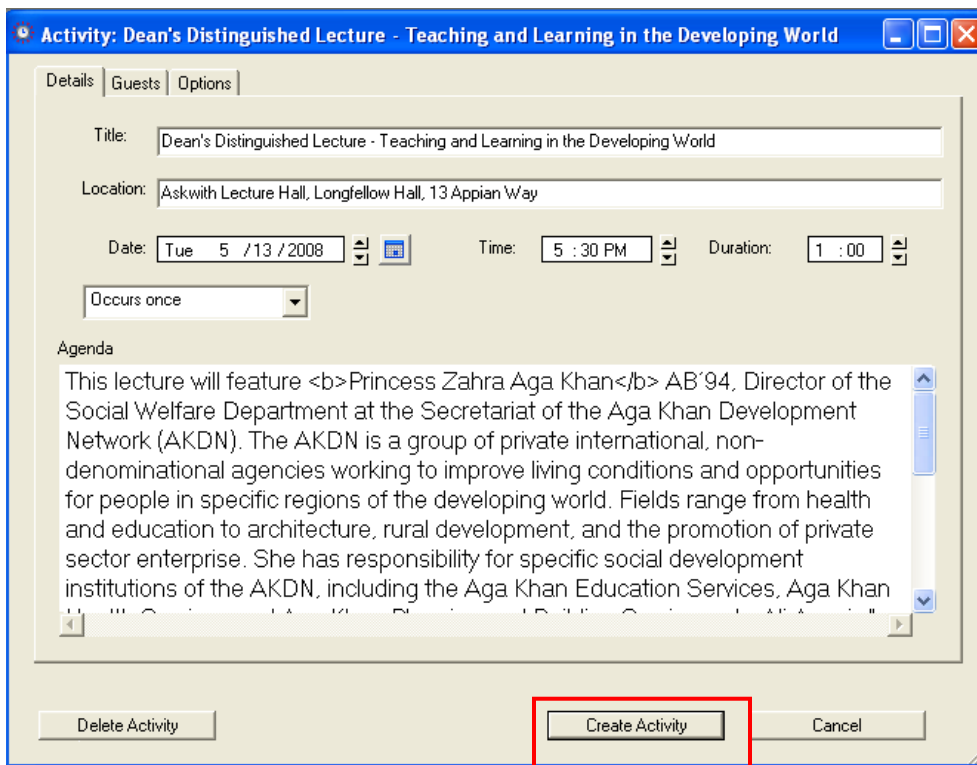
Download the event information listed above as a single Internet-standard iCalendar (.ICS) file. This file can be imported by most online and desktop calendar programs.



4. A file download box should appear. Click Open.



5. A pop-up box should appear in MeetingMaker. Click Create Activity.



The event should now appear in your MeetingMaker calendar.