

Help files for tasks 2-5

Import events to Google Calendar

You can transfer your events from a different calendar application or Google Account to Google Calendar.

Note: When you import an event, guests for that event are not imported.

Step 1: Export events

First, export your events as a file that you can import into Google. Choose one of these options:

[Export from another calendar application](#) 

[Export from a different Google Account](#) 

If you have more than one Google Account, you can export your calendars from one account and import them into another.

1. On a computer, sign in to the Google Account that you want to export from. You can only export from a computer, not a phone or tablet.
2. Follow the [directions for exporting your calendar](#). You'll need to download an ICS file to your computer.
3. Sign in to the Google Account where you want to import.
4. To learn how to import, see the next step.

Note on sync: Imported events won't stay in sync between your two accounts. If you want your calendars to sync, you should [share your calendar](#) with the other account instead of exporting your events.

Step 2: Import events into Google Calendar

After you've exported your events, you can import them into Google Calendar.

1. Open [Google Calendar](#)  on a computer. Note: You can only import from a computer, not a phone or tablet.
2. In the top right, click Settings  > **Settings**.
3. Open the **Calendars** tab.
4. Click **Import calendar** between the "My calendars" and "Other Calendars" sections.
5. Click **Choose File** and select the file you exported. The file should end in ".ics" or ".csv"
6. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
7. Click **Import**.

If you're using a ZIP file, find it on your computer and open it. You'll see ICS files for each of your calendars. Take the individual files out of the ZIP file, and import each ICS file individually.

Note: Repeating events might not show up that way if you import them from a CSV file, but they'll be on your calendar as a series of one-time events.

Share your calendar with someone

You can share your calendar with family and friends.

How sharing works

Here are a couple examples of what you can do with calendar sharing:

- Share your main calendar with someone so they can see your schedule.
- Create a new calendar that multiple people can edit, like a "Family" calendar that everyone in your family can add events to.

When you add someone to your calendar, you can decide how they see your events and whether they can also make changes like adding or editing events.

Share or unshare your calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

Share an existing calendar

You can share the main calendar for your account, or another calendar you created.

1. On your computer, open [Google Calendar](#). You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. You might need to click it to expand it.
3. To the right of the calendar you want to share, click the Down arrow .
4. Click **Share this Calendar**.
5. Under "Share with specific people," add the email address of the person you want to share with.
6. Under "Permission Settings," choose an option in the drop-down menu. Learn more about these options below.
7. If someone isn't already added, click **Add person**.
8. Click **Save**.

If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendars" list. If you shared your calendar with an email group, they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

Create a new calendar to share

Share with a group

Share with people who don't have Google Calendar

Share a calendar with everyone in your organization

Remove people from sharing settings, or stop sharing publicly



Sync Calendar with a phone or tablet

When you sync your calendar on your mobile device, the same events will show up when you use Google Calendar on your computer.

Get started

Choose your device:

[Android phone or tablet](#) 

Download the Google Calendar app

1. Download the [Google Calendar app from Google Play](#) .
2. When you open the app, all of your events will be synced with your computer.

I don't see the Google Calendar app in Google Play

If you don't see the Google Calendar app with this icon , you might have an older version of Android that doesn't work with the Google Calendar app.

[iPhone or iPad](#) 

[Other devices](#) 

Troubleshoot sync problems

If events you created or updated aren't showing in the Google Calendar app, learn how to [fix sync problems](#).

Related articles

- [See Google Calendar events on Apple Calendar](#)
- [Fix sync problems with the Google Calendar app](#)

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Aaron is a Calendar expert and author of this help page. Leave him feedback below about the page.

Was this article helpful?

Yes

No

Case for tasks 6-7

All people in the country who live at home and cannot take proper care of themselves are visited by public caregivers who help out and give medical service if needed. There are around 10 000 caregivers in total, and each district has around 20 caregivers who are managed by a supervisor.

A country-wide information system for home care is to be introduced for the caregivers and their supervisors. Users are going to communicate with the system through an app on their smartphones. The caregivers will report what they done at each visit and can see their schedule and summary reports on their work and on the home care service in their district. The same schedules and reports will be available for their supervisors.

It has been decided that the supervisors will provide support on the system for their caregivers, since they also support their care givers on other matters. The supervisors are therefore given a three days introductory course on the system. For each district, the supervisor and a national team representative are training the district caregivers on the system during half a day. The learning objectives of this course are that the caregivers should be able to

- i. Enter data on the smart phone app.
- ii. Conduct simple troubleshooting re power and network and open help screens.
- iii. Describe the system reports and explain what these are used for at district level
- iv. Act on the data seen in the reports.
- v. Explain the benefit of reporting for the health services in the country.

Assume these objectives are met during the training.