

**MANUAL PENGGUNA UNTUK  
MEMINDAHKAN KALENDAR ZIMBRA KE  
GOOGLE KALENDAR**

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

# 1. Kaedah import Kalendar dari email Zimbra ke Google Calendar

## *Migration method of Zimbra calendars to Google Calendar*

### 1.1 Ringkasan proses

#### *Summary process*

Ringkasan langkah-langkah yang terlibat:  
*Summary of the steps involved:*

Semak saiz Kalendar di email Zimbra yang ingin di-eksport  
*Check the calendars in the Zimbra email that you want to export*

Jika saiz Kalendar sama atau kurang dari 1Mb  
*If the calendar size is equal to or less than 1Mb*

Export Kalendar zimbra menjadi fail .ics  
*Export zimbra calendar into .ics file.*

Jika saiz Kalendar >1Mb  
*If the calendar size is > 1Mb*

Create Kalendar atau beberapa Kalendar untuk proses asingkan calendar  
*Create a calendar or multiple calendars for the calendar splitting process*

Move event dari Kalendar yang > 1Mb ke Kalendar yang diasingkan  
*Move events from a calendar > 1Mb to a split calendar*

Export asing Kalendar  
*Export split calendar*

Import Kalendar/asing Kalendar dari fail import Zimbra ke Google Kalendar  
*Import Calendar/split calendar from Zimbra export file to Google Calendar*

## 1.2 Penerangan terperinci

### *Detail process*

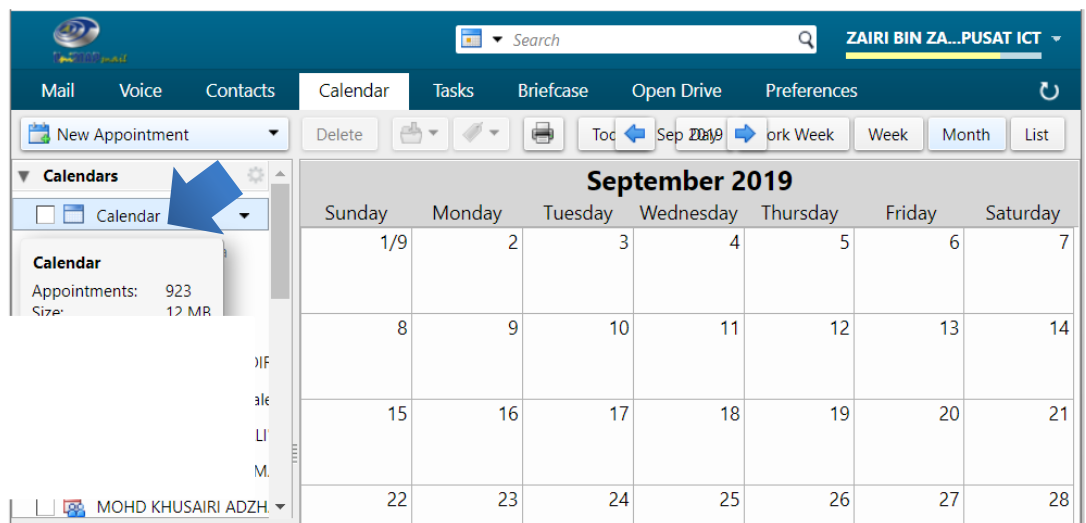
**Langkah 1 : Semak saiz Kalendar di email Zimbra yang ingin di-eksport (dipindahkan)**

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

Ada 2 kaedah untuk mengetahui saiz Kalendar anda  
*There are 2 ways to find out the size of your calendar*

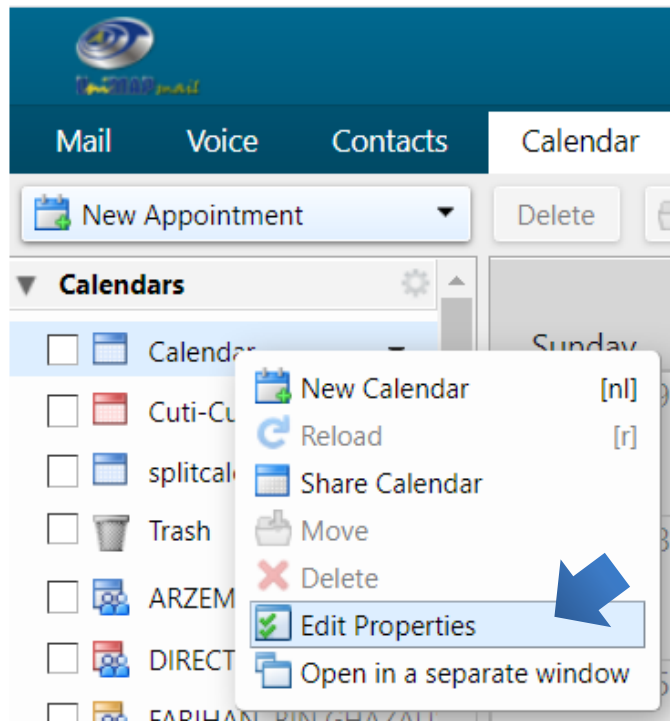
- i. Letakkan pointer/cursor mouse anda ke nama Kalendar yang anda ingin semak saiznya dan bilangan appointments dan size akan dipaparkan seperti di gambarajah di bawah.

*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.*



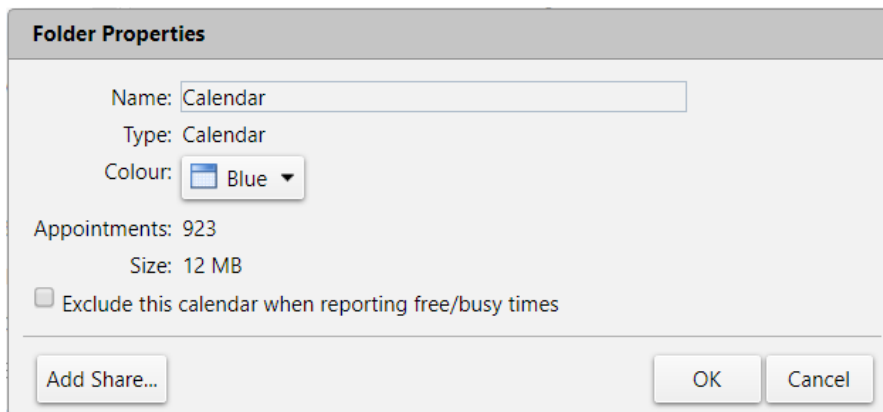
- ii. Jika kaedah i. di atas tidak memaparkan bilangan appointments dan saiz Kalendar yang anda pilih, selepas meletakkan pointer/cursor mouse anda ke nama Kalendar yang anda ingin semak -> klik sebelah kanan mouse anda -> klik Edit Properties seperti di gambarajah di bawah.

*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.*



Satu paparan seperti di bawah dengan maklumat bilangan Appointments dan Size akan anda perolehi

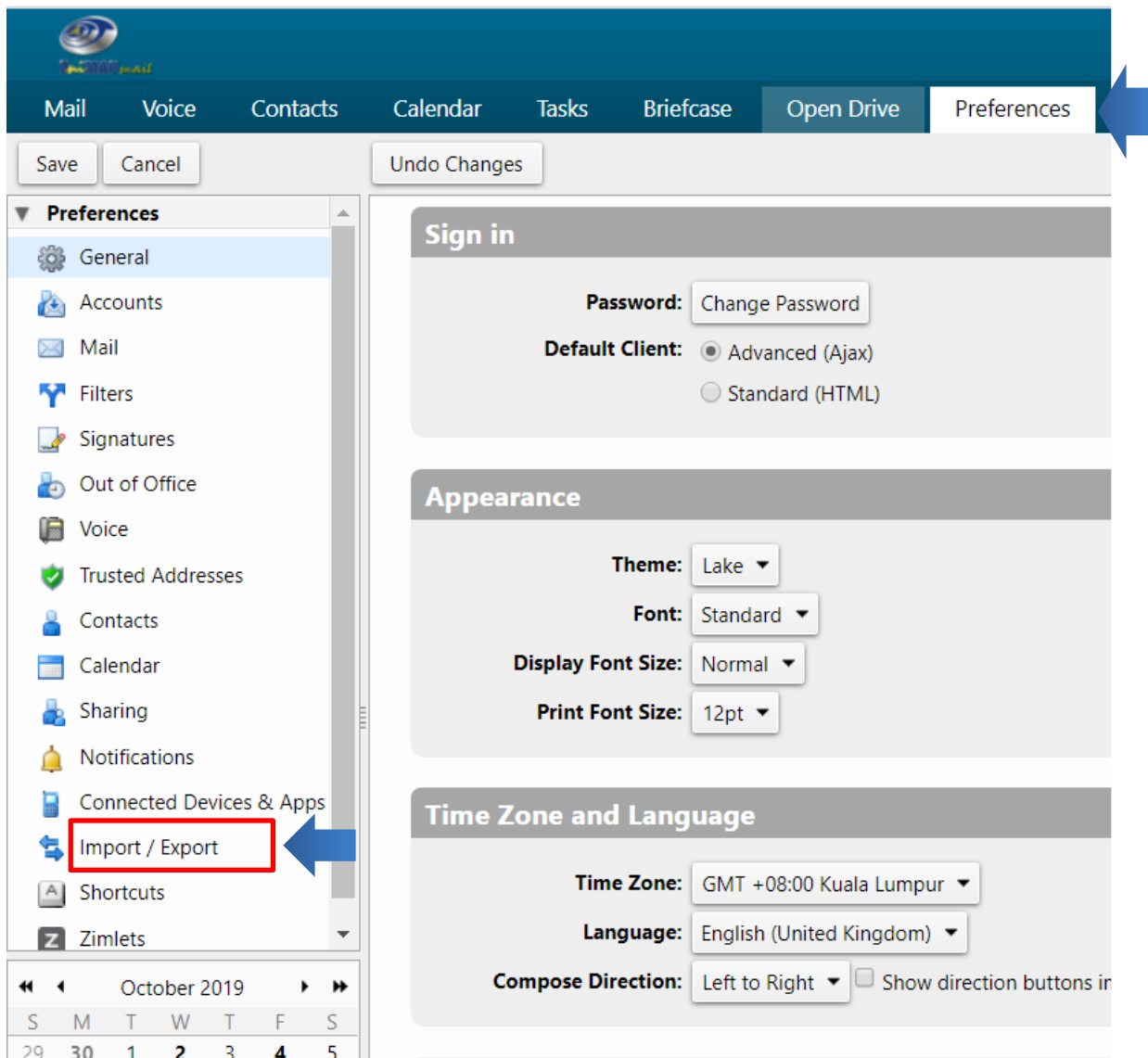
*You will get an information showing the number of Appointments and Size as below*



## Export Kalendar di email Zimbra

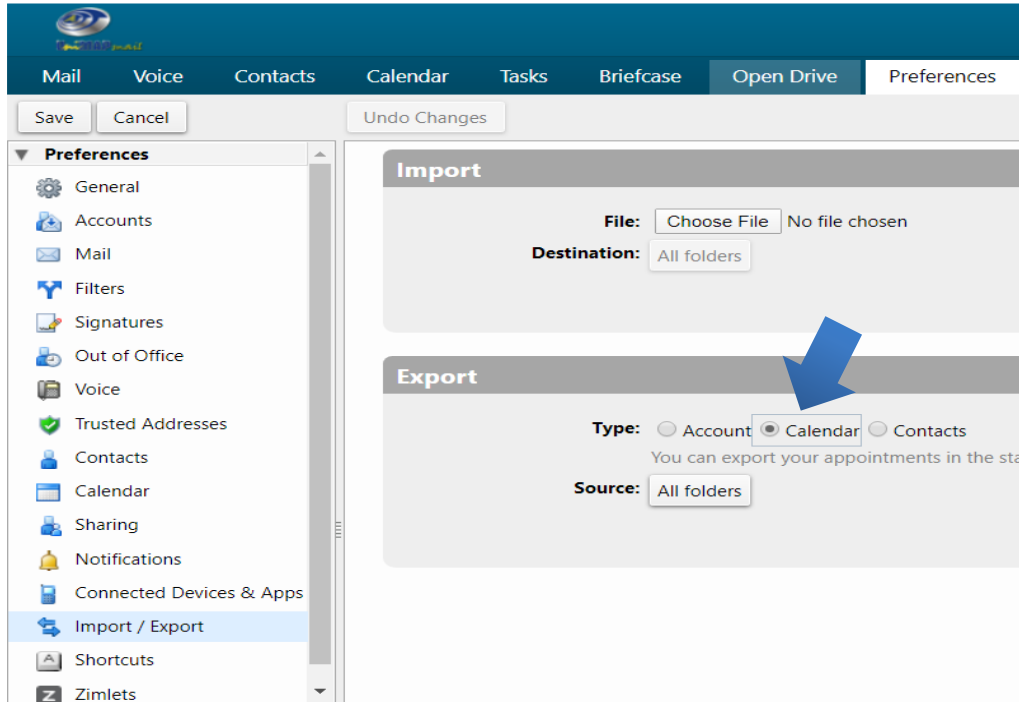
### *Export Zimbra calendar*

- a. **Jika saiz Kalendar sama atau kurang dari 1Mb**  
*If the calendar size is equal to or less than 1Mb*
  - i. Klik 'Preferences' di email Zimbra anda dan kemudian klik 'Import/Export' di bahagian kiri.  
*Click 'preferences' in your Zimbra email and then click 'Import/Export' at the lower left menu.*

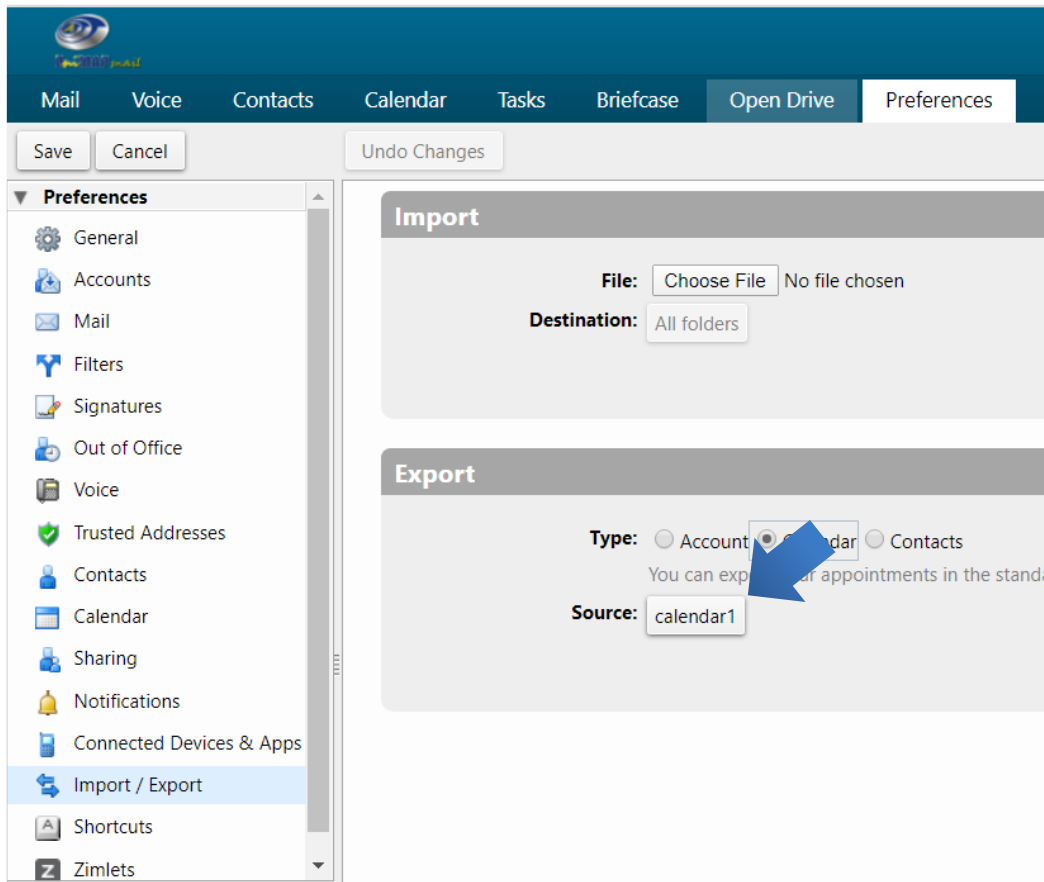


The screenshot displays the Zimbra web interface. At the top, there is a navigation bar with tabs for Mail, Voice, Contacts, Calendar, Tasks, Briefcase, Open Drive, and Preferences. The Preferences tab is selected, and a blue arrow points to it from the right. Below the navigation bar, there are buttons for Save, Cancel, and Undo Changes. On the left side, there is a 'Preferences' sidebar menu with various options: General, Accounts, Mail, Filters, Signatures, Out of Office, Voice, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Connected Devices & Apps, Import / Export, Shortcuts, and Zimlets. The 'Import / Export' option is highlighted with a red box, and a blue arrow points to it from the right. Below the sidebar, there is a calendar view for October 2019, showing days from 29 to 5. The main content area on the right is divided into three sections: 'Sign in' with a 'Change Password' button and 'Default Client' options (Advanced (Ajax) and Standard (HTML)); 'Appearance' with dropdown menus for Theme (Lake), Font (Standard), Display Font Size (Normal), and Print Font Size (12pt); and 'Time Zone and Language' with dropdown menus for Time Zone (GMT +08:00 Kuala Lumpur), Language (English (United Kingdom)), and Compose Direction (Left to Right), along with a checkbox for 'Show direction buttons in'.

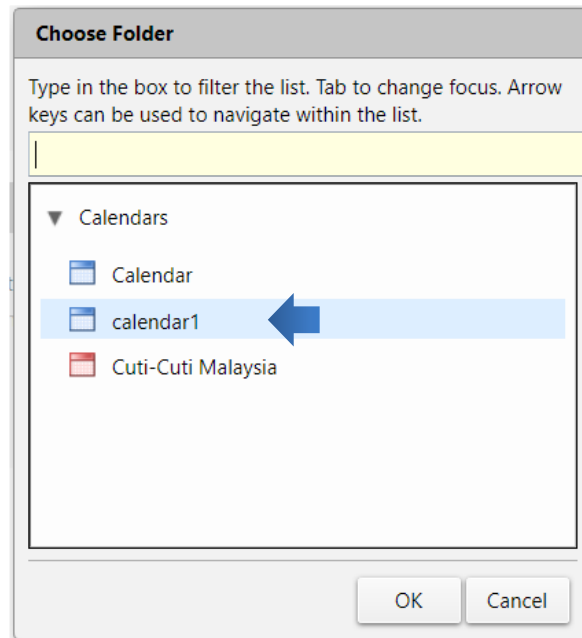
- ii. Klik 'Kalender' di ruangan 'Export'  
*Click 'calender' under the 'Export' area.*



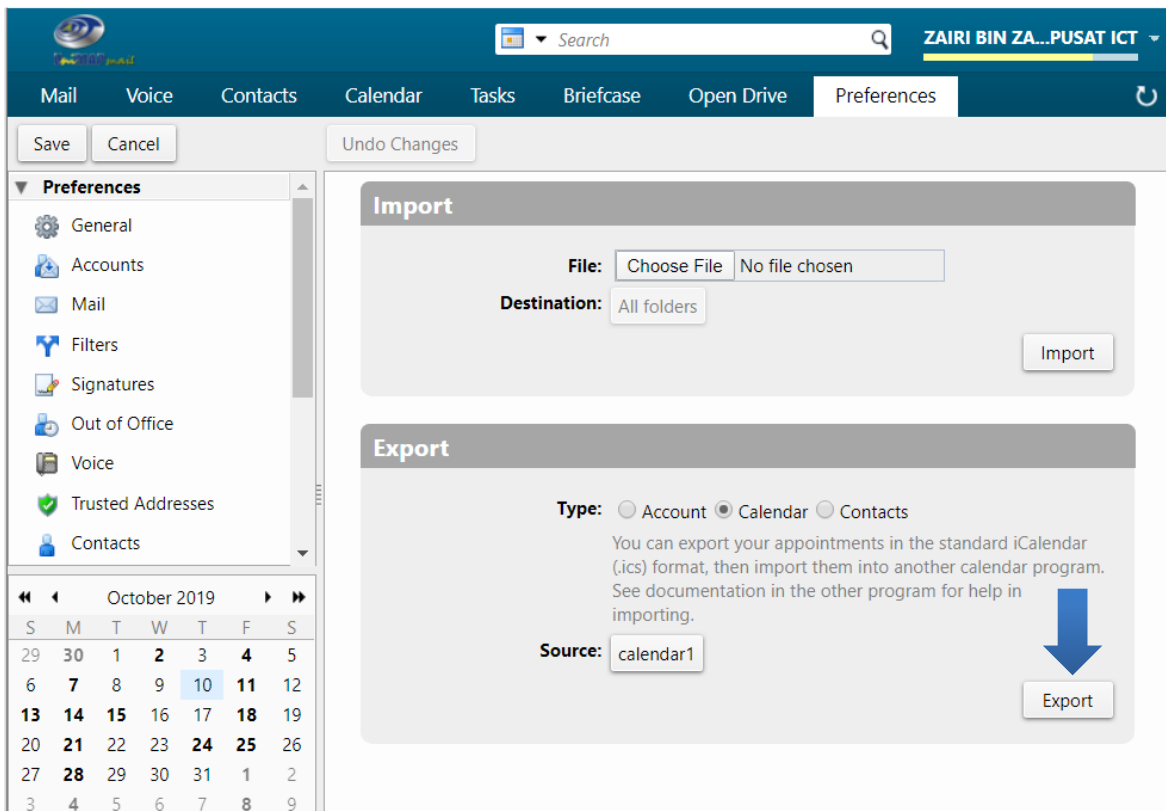
- iii. Klik ruangan di sebelah perkataan 'Source'.  
*Click the button near the word 'Source'*



- iv. Pilih nama folder Kalender yang anda ingin export dan klik button 'OK'.  
*Select the name of the calendar folder you want to export and click the 'OK' button.*



- v. Klik button 'Export'  
*Click the 'Export' button.*

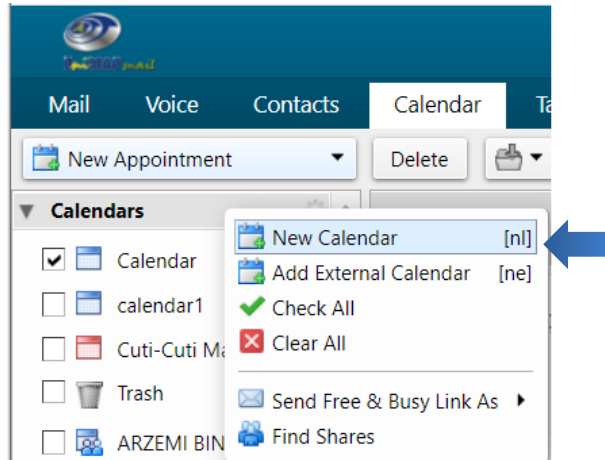


- vi. Selesai.  
*Finish.*

**b. Jika saiz Kalendar >1Mb**  
***If the calendar size is > 1Mb***

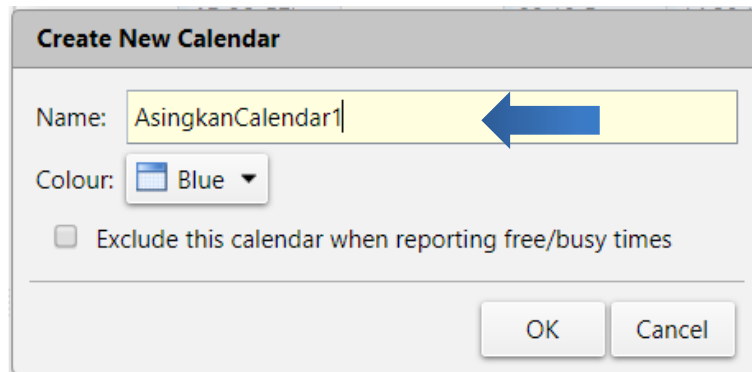
i. Create Kalendar atau beberapa Kalendar untuk proses Kalendar asingting  
*Create a calendar or multiple calendars for the calendar splitting process*

- Bawa pointer/cursor mouse ke "Calendars" dan klik kanan mouse -> klik New Calendar"  
*Take the mouse pointer / cursor to 'Calendars' and right-click the mouse -> click 'New Calendar'*



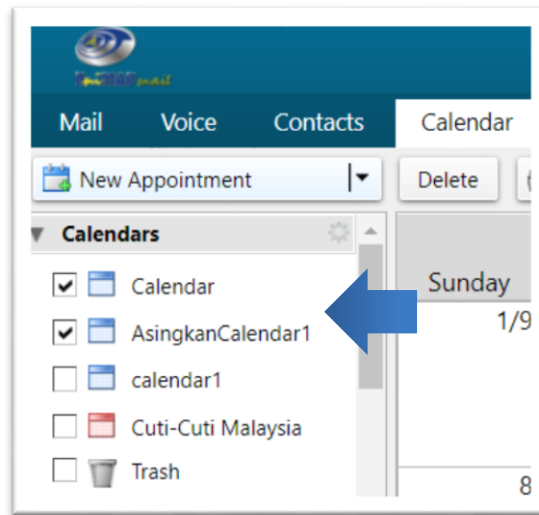
- Taipkan nama Kalendar baru anda di ruangan seperti dalam gambarajah di bawah. Anda juga boleh pilih warna untuk mewakili Kalendar anda. Kemudian klik button OK.

*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.*



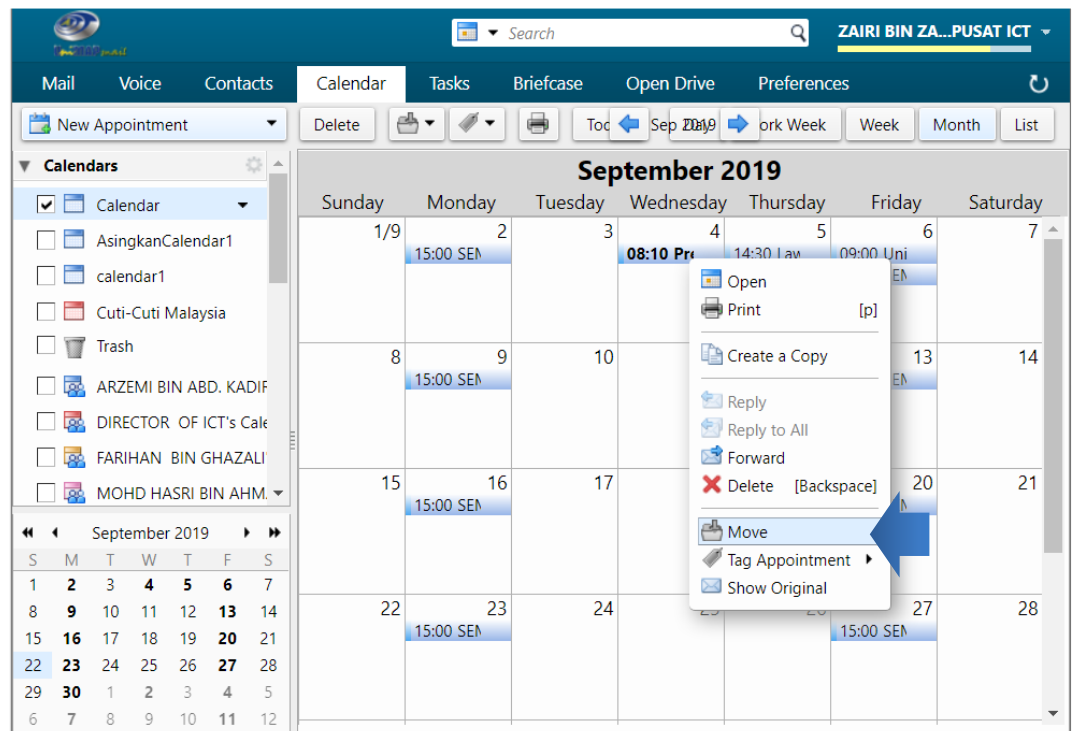


- Kalendar baru anda akan dipaparkan di bawah “Calendars” seperti dalam gambarajah berikut.  
*Your new calendar will be displayed under “Calendars” as shown in the following diagram.*

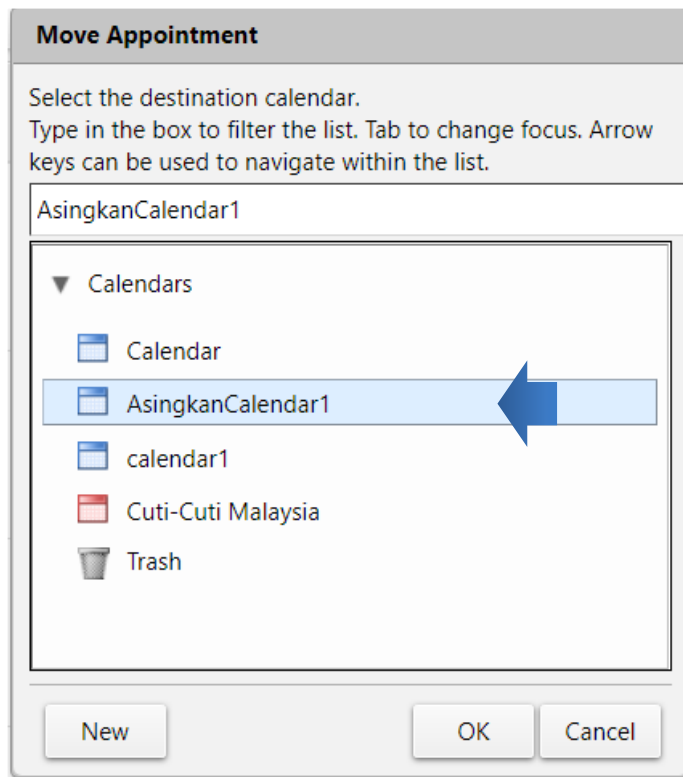


ii. Move event dari Kalendar yang > 1Mb ke AsingkanCalendar1  
*Move events from a calendar > 1Mb to a split calendar*

- Uncheck (buang tanda ✓) di kesemua Kalendar yang ada (untuk memudahkan pemilihan event berkaitan Kalendar yang tertentu sahaja)  
*Uncheck all existing calendars (to facilitate the selection of specific calendar- related events only)*
- Check (pilih – tandakan ✓ di Kalendar yang anda ingin asing-kan)  
*Check (select the calendar name that you want to split)*
- Cari event (appointment, tasks, meeting, schedule) yang anda ingin pindahkan ke asing Kalendar anda.  
*Find the event (appointment, tasks, meeting, schedule) that you want to move to your split calendar.*
- Bawa pointer/cursor mouse ke event yang anda pilih itu dan klik mouse sebelah kanan untuk memaparkan menu seperti dalam gambarajah berikut.  
*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.*



- Klik “Move”  
*Click “Move”*
- Satu popup menu “Move Appointment” akan dipaparkan seperti dalam gambarajah berikut. Klik nama kalendar yang anda ingini dan tekan button OK.  
*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 asing Kalendar  
*Export split calendar*

Sila rujuk langkah-langkah i hingga vi untuk proses export Kalendar di email Zimbra Jika saiz Kalendar sama atau kurang dari 1Mb.


*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.*

## Langkah 2 : Import Kalender dari fail import Zimbra ke email Gmail Step 2 : Import calender from Zimbra export file to Google Calendar

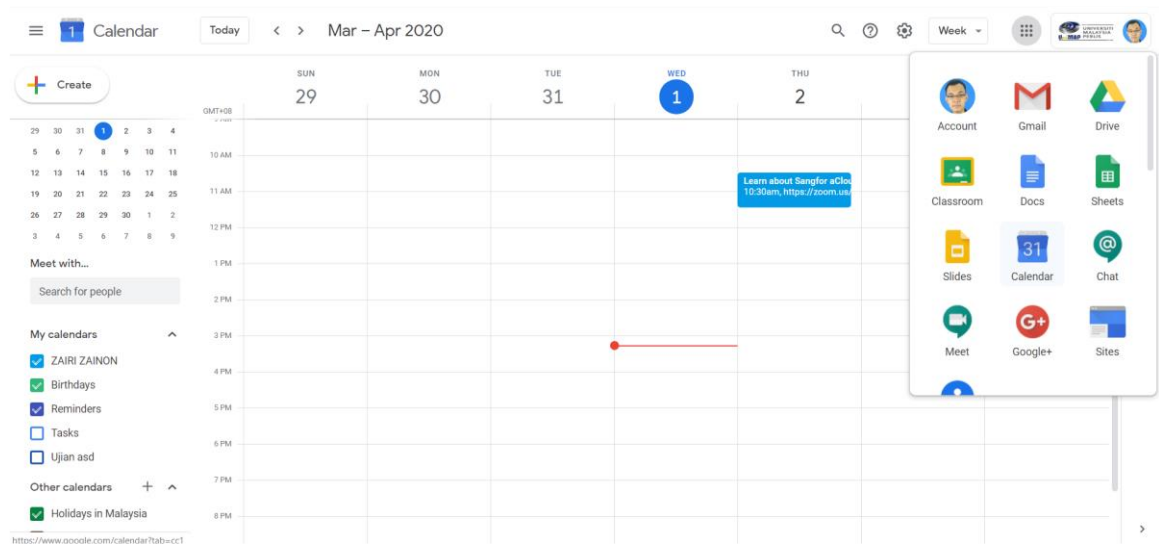
a. Dengan mengandaikan anda telah login ke akaun email Gmail anda, klik di



dan kemudian klik  icon 'Kalender'

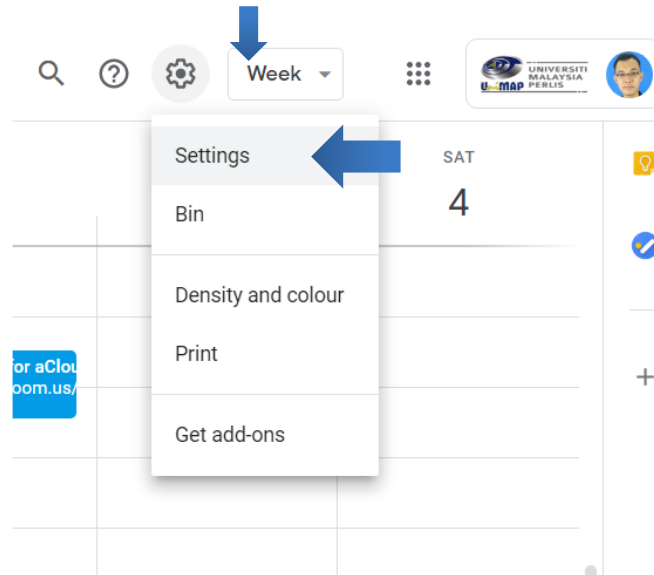
Calendar

Assuming you have  logged in to your Gmail email account, click at the

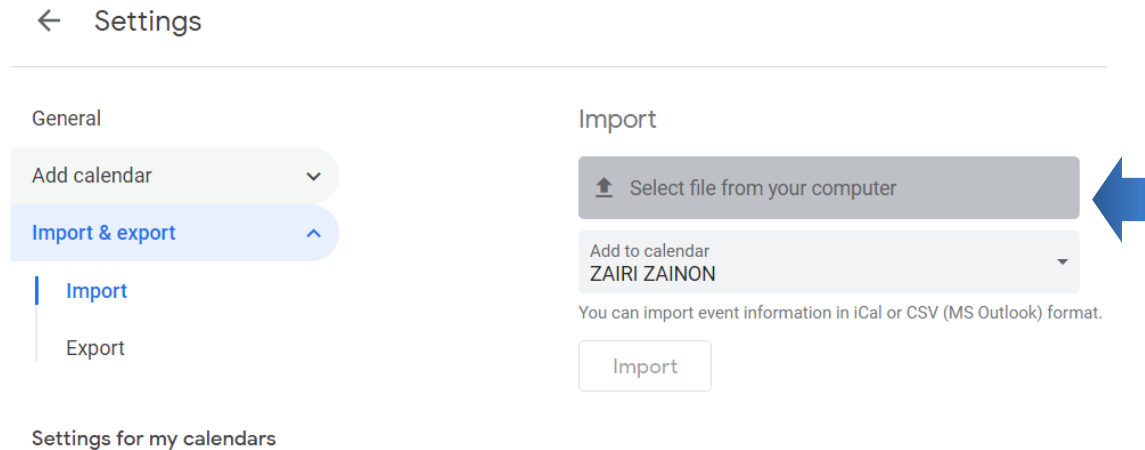
icon and then click the 'Calendar' icon



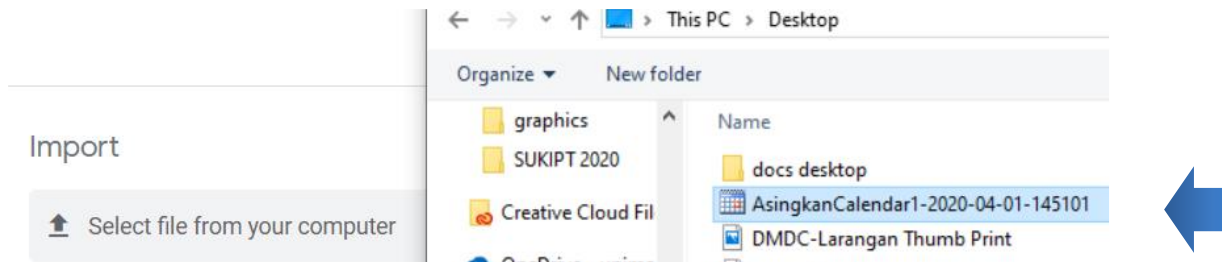
- b. Klik ikon  di bahagian atas sebelah kanan skrin Kalendar Gmail anda dan kemudian klik 'Settings'
- Click the  icon at the top right of the Google Calendar screen and then click 'Settings'.*



- c. Klik 'Import & Export', kemudian klik 'Select file from your computer'.  
*Click 'Import & export' and then click "Select file from your computer".*



- d. Pilih fail yang kalendar yang telah di'export' dari Zimbra tadi. Pastikan anda cari di lokasi yang telah disimpan tadi. Double klik fail export tersebut atau klik fail tersebut dan kemudian klik button 'Open'.  
*Click on the 'Select file from your computer' column and browse for the name of the calender 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.*



- e. Sekiranya di Gmail anda telah ada lebih dari satu nama Kalendar, anda perlu klik ruangan 'add to Kalendar' dan pilih nama Kalendar di Gmail anda yang anda ingin gunakan untuk menerima fail export dari email Zimbra tadi.

*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.*

← Settings

General

Add calendar ▾

Import & export ▲

Import

Export

Settings for my calendars

● ZAIRI ZAINON

Import

AsingkanCalendar1-2020-04-01-145101.ics

Add to calendar  
ZAIRI ZAINON ▾

You can import event information in iCal or CSV (MS Outlook) format.

Import

Export

- f. Klik button 'Import'  
*Click the 'Import' button*
- g. Selesai.  
*Finish.*

- h. Untuk menyemak, pergi ke tarikh kalendar yang anda telah tetapkan di Zimbra dan lihat kalendar di Gmail untuk pengesahan bahawa kalendar telah di'import' dengan jayanya. *To check, go to the calendar date you set in Zimbra and view the calendar in Gmail to confirm that the calendar has been successfully imported.*

SUN	MON	TUE	WED	THU	FRI	SAT
1 Sep Muharram/New Y	2	3	4 8:10am Prepar	5	6	7
8	9 The Yang di-Pert	10	11	12	13	14
15	16 Malaysia Day	17	18	19	20	21
22	23	24	25	26	27	28