## Please follow the steps below to import the BAPS Calendar Events to your Mozilla Sunbird

Note: While great care is taken in compiling the information in this help document the publisher cannot accept responsibility for any error.

You are advised to first create a new calendar in Sunbird, then import the BAPS Calendar into it. This will make it easier for you to manage the calendar in future.

- 1. Create a new calendar in Mozilla Sunbird. Follow the steps as below
- 📀 November 2008 Sunbird \_ 7 × Edit View Go Tools Help File ) Month Today Pind Events Day Multiwe A Week in ri New Task Date Calendars September October December January November 2008 < **V** Home Sunday Monday Tuesday Wednesday Thursday Friday Saturday New Calendar... 31 Oct 1 Nov Delete Calendar Export Calendar. Publish Calendar. Reload Remote Calendars Properties 6 8 4 10 11 12 13 14 15 16 18 20 Tasks Hide Completed Tasks 🗹 🚦 Title ₽\$ 23 24 25 26 28 29 27 30 Nov 1 Dec Click Here to Add a New Task
- a. Right click on the existing calendar (left hand column) to create a new calendar

b. Select the path where you want to store the new calendar created. Most users will need to select '**On My Computer**'.

Create N	lew Calendar 🛛 🔀
<b>Create a</b> Locate yo	new calendar ur calendar
Y ir c	'our calendar can be stored on your computer or be stored on a server n order to access it remotely or share it with your friends or ro-workers.
	On My Computer
1	On the Network
	< <u>Back</u> <u>N</u> ext > Cancel

c. Name the new calendar and set other properties

Create New Calen	dar 🛛 🔀
Create a new calen Customize your calend	dar ar
You can give this calendar	your calendar a nickname and colorize the events from
Color:	
Show Alarms:	

d. Your new calendar has been created. Now, you need to import the BAPS Calendar into this – as shown in the next step.

Create New Calendar			×
<b>Create a new calendar</b> Calendar Created			
Your calendar has been cr	eated		
	Rack	Einich	Cancel

## 2. Follow the steps to import the BAPS Calendar into Mozilla Sunbird.

a. Go to File ---> Import (or Ctrl+I)

😨 Thursday, November 27, 20	08 - Sunbird						_ 7 🔀
<u>File E</u> dit <u>View Go</u> <u>T</u> ools <u>H</u> elp							
New Event Ctrl+N New Iask Ctrl+T New Calendar Ctrl+I	te Today D	ay Week Multiweek	Month Find Events				4*4 4 *4*
Open Calendar File Ctrl+O	Events in the Next 7	Days 💉 contain					
Subscribe to <u>R</u> emote Calendar	Title		Start	End		Category	(B)
Import Ctrl+I Export Selection							
Export Calendar							
Publish Selection Pu <u>b</u> lish Calendar	•		Tuesday Wedne	esday Thursday	Friday Sat	urday	
Reload Remote Calendars Ctrl+R				Nov 27			
Page Setup				Thursday			
Print Ctrl+P							
Exit	12:00 AM						
	1:00 AM						
	1.00 APT						
	2:00 AM						
	3:00 AM						
Tasks  Hide Completed Tasks							
✓ ! Title	4:00 AM						
	5:00 AM						
	6:00 AM						
	7:00 AM						
	8:00 AM						
Click Here to Add a New Task							~

b. Select the BAPSCalendar.ics file which you have downloaded into your computer from www.BAPS.org.

Import						? 🗙
Look in	: 🗀 Calender		~	000	🤊 🛄 -	
My Recent Documents Desktop	BAPSCalenda	ar.ics				
My Documents						
My Computer						
	File <u>n</u> ame:	BAPSCalendar.ics		[	<b>~</b>	<u>O</u> pen
My Network	Files of type:	iCalendar (*.ics)		[	<b>•</b>	Cancel

c. Select the BAPS Calendar from the listed calendars in your Mozilla Sunbird

Se	lect Calendar	>
W th	hich calendar do you want to import ese items into?	
ſ	Home	1
	BAPS Calendar	
	OK Cancel	١

🧶 January 2009 - Sunbird							_ @ ×
<u>File Edit View Go Iools H</u> elp							
New Event New Task Today Day	Week Multiwee	k Month					
Date Calendars	•	November	December	January 2	009 Febru	ary March	
BAPS Calendar	Sundau	Mondau	Tuesdau	Wednesdau	Thursday	Fridau	Saturdau
Home	28	29	30	31 Dec	1 Jan	2	3
					Posh Sud Pancham	Sud Chhath	Sud Satam
	4	5	6	7	8	9	10
	Sud Atham	Sud Nom	Sud Dasham	Sud Ekadashi ( 🐥	Sud Baras	Sud Teras	Sud Chaudas
lasks							
Hide Completed Lasks							
🗹 ! Title 🛆 🖽							
	11	12	13	14	15	16	17
	Aksharbrahma Gu	Posh Vad Bij	Vad Trij	Makar Sankranti (	Vad Pancham	Vad Chhath	Vad Satam
	Punam			Vad Choth			
	18	19	20	21	22	23	24
	Vad Atham	Vad Nom	Vad Dasham	Vad Ekadashi ( 🐥	Vad Baras	Vad Teras	Vad Teras
	05	20	07	20	20	20	
1	20 Vad Chaudae	20 Amae	Z/ Maha Sud Padvo	20 Sud Bi	23 Sud Tri	30 Sud Choth	31 Jan Sud Pancham
	Agg cliggg	Ailids	Mana Sud Padvo	Sug Bil	Suu mi	Sud chorn	Suurancham
		Republic Day					Vasant Panchmi
Click Here to Add a New Task							
8							

d. Now your Mozilla Sunbird is ready with all the Events from the BAPS Calendar.

e. Your BAPS Calendar is now ready for your daily reference!