

## Backup and Restore your iCal Program

### How to backup your iCal calendars and restore them.

- 1) Login with your Computer account.
- 2) Open the iCal program.
- 3) Go to the FILE menu and select BACKUP ICAL
- 4) Name your iCal backup file (suggest using the date) and choose DESKTOP as your location.
- 5) After clicking SAVE, you will see the iCal backup file appear on your Desktop.

To RESTORE your iCal calendar...

- 1) Launch the iCal program
- 2) Go to the FILE menu and select RESTORE ICAL.
- 3) Choose your iCal backup file from the Desktop and select OPEN.
- 4) The message appears stating that the restore will replace your iCal data... click RESTORE to follow through with the process. The backup file you created of your iCal data will populate into the iCal program.

