Importing Calendar File into Google Calendar

- 1. Login Google Apps
- 2. Click Calendar, click the downarrow next to Other calendars
- 3. Select Import calendar

School District	Searc	Search Calendar 🔹 🍳								Idyer@nhsd.k12.		
Calendar	Today 🖌 🗲 Jan 6 – 10, 2014					Day		Week Month 5 Days		Agenda More 🕶		
CREATE V	GMT-06	Mo	n 1/6	Tue 1/7	Wed 1/8		Thu	J 1/9		Fri 1/10		
January 2014 ↔	T I AITI											
30 31 1 2 3 4 5 6 7 8 9 10 11 12	12pm											
13 14 15 16 17 18 19 20 21 22 23 24 25 26	1pm				1p – 2p Feuerstein-5K							
27 28 29 30 31 1 2 3 4 5 6 7 8 9	2pm						2p – 3p Guidance-C	ook	2p – 3p Guidano	ce-Dewhurst		
My calendars	3pm											
HS Mobile B (28)	4pm											
HS127 - 28	5pm											
HSMobile A(8 hr bat)2 MS iPad Cart	Add a coworker's calendar Browse Interesting Calendars											
MS Lab 130	Add by URI											
MS Laptop Cart - 28	Import calendar											
Tasks												

- 4. Click Browse and find the file that contains your events, then click Open
- 5. Select the Google Calendar where you'd like to import events, (your name) then click Import



6. Events are added to your calendar. To view just your calendar, click on the boxes in front of the other calendars to remove from view. To view again later click on the boxes in front of them again.



Idyer@nhsd.k12.

Importing Contacts File into Google Calendar

File Edit View Favorites Tools Help

- 1. Sign in to Google Apps
- 2. Click Contacts.
- 3. Click on Import Contacts.

4. Click the Browse button

and find the file that

then click **Open** Click **Import** button.

If you receive any error messages

during the import, you might need

to edit your CSV file.

contains your contacts,



Contacts will show up in a list form.

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New Holstein School District				۹ 📖	ldyer@nhsd.k12	
Contacts	• • • • • • • •	ore 🕆			G 🗘 -	Sue
NEW CONTACT	Gary/Marge Lilyquist	et080421@yahoo.com	(920) 898-4821		Imported 1/10/14 1	^
 My Contacts (9) Imported 1/10/14 (3) Imported 1/10/14 1 (6) Most Contacted Other Contacts (2) 	Jennifer Dyer	JDyer@crwinsurance.c	(920) 418-0161		Imported 1/10/14	
	Jon Lilyquist	jon_golfer@hotmail.com	920) 898-4821	1810 Plymouth St	Imported 1/10/14 1	
	Kirk Sorenson	mba@mba-link.com	1-800-258-0190 press 1, th	United States of	Imported 1/10/14 1	
	Mark Sherry	graphics@deltapublica	(920) 894-2161	United States of A	Imported 1/10/14	
Directory	Mary Franzen	cwmanitowoc@frontier	(920) 242-4314 (+1)		Imported 1/10/14 1	
New Group Import Contacts	MPTC		1-800-472-4554		Imported 1/10/14 1	
	NHHS		(920) 898-4112		Imported 1/10/14	

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