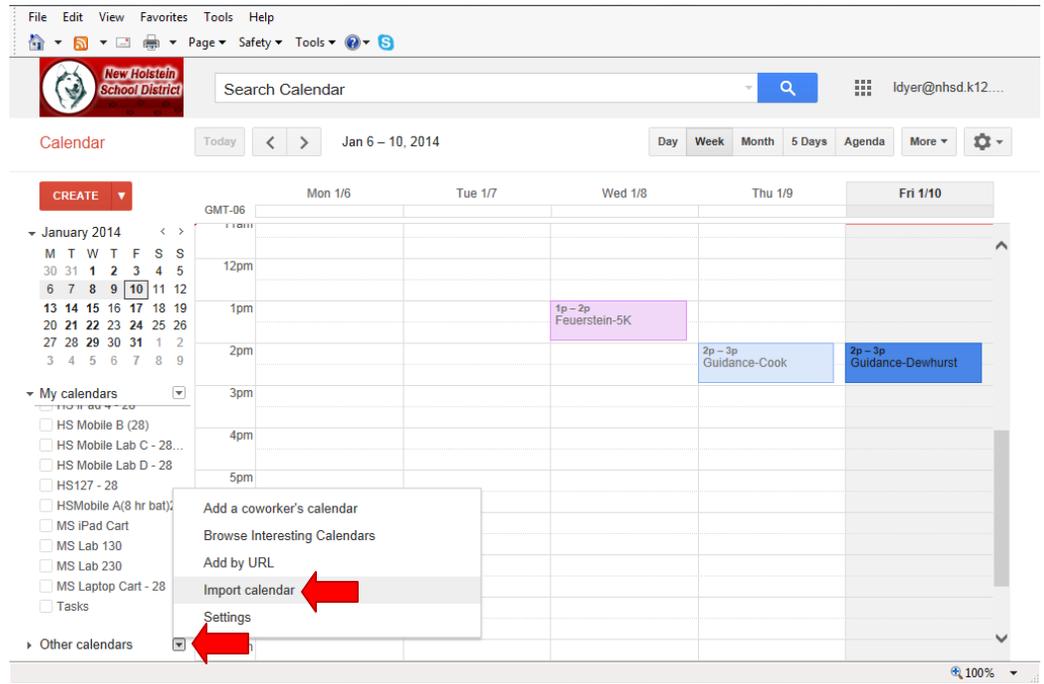
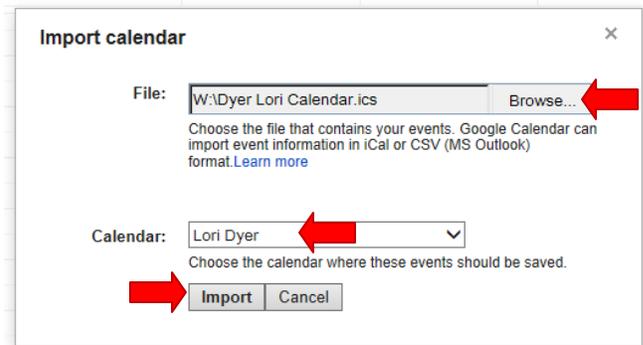


Importing Calendar File into Google Calendar

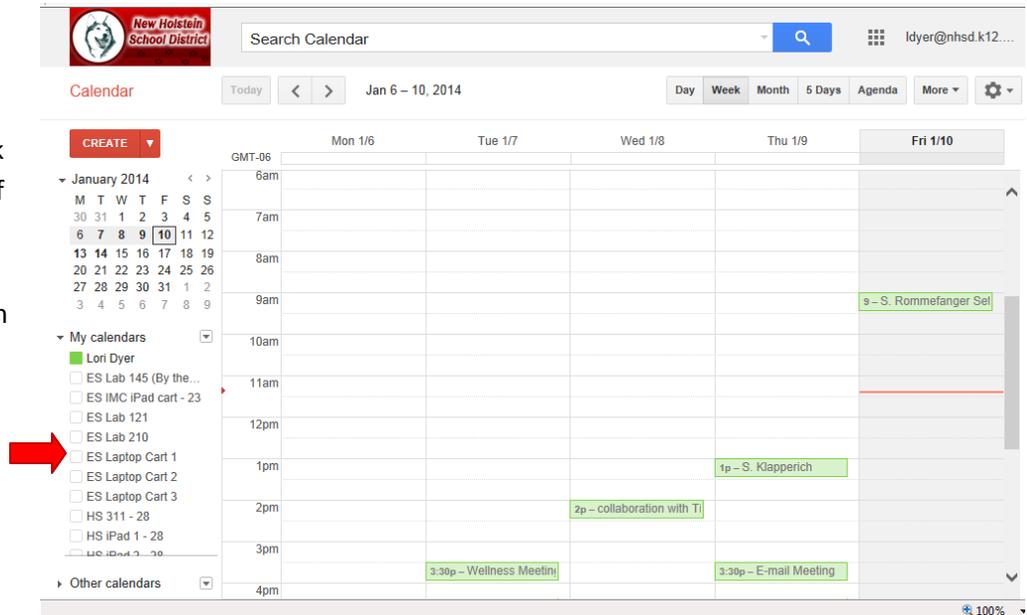
1. Login Google Apps
2. Click Calendar, click the down-arrow next to **Other calendars**
3. Select **Import calendar**



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**

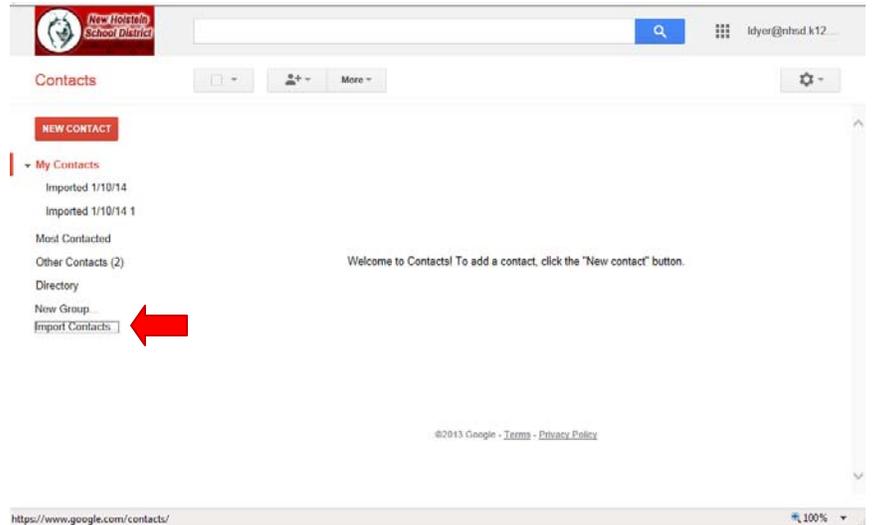


6. Events are added to your calendar. To view just your calendar, click on the boxes in front of the other calendars to remove from view. To view again later click on the boxes in front of them again.



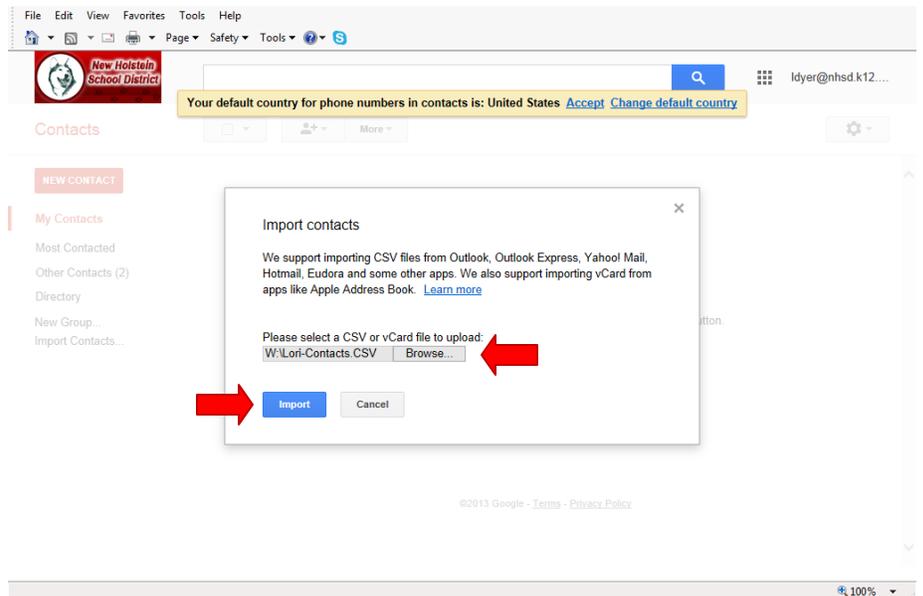
Importing Contacts File into Google Calendar

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



4. Click the **Browse** button and find the file that contains your contacts, then click **Open**
5. Click **Import** button.

If you receive any error messages during the import, you might need to [edit your CSV file](#). ←



Contacts will show up in a list form.

