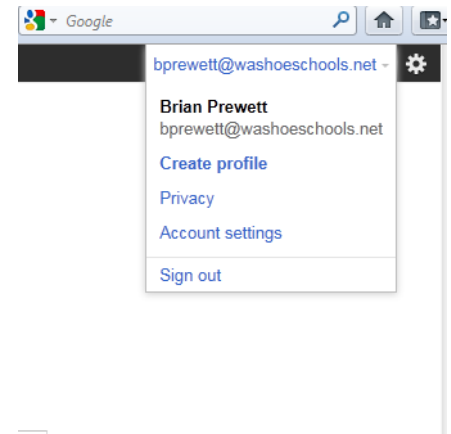


Importing your Google Calendar into the Connect Daily Calendar

Step 1 – Sign into Google

- Open your browser and navigate to <http://www.google.com>.
- Sign into your / your schools Google account.
- After you have signed into Google click on the down arrow beside your Google user account name in the right top corner of your browser window.
- Click on account settings.



Step 2 – Get Your Google Calendar files

- After you have click on the account settings in the previous step you will be taken to your accounts page.
- Under My Products click the settings link beside the calendar link.
- On the Calendar Settings page click the calendar tab located in between the general and mobile setup tab.

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[← Back to calendar](#)

My Calendars Calendars I can view and modify

CALENDAR

[PD](#)

[Events](#)

[Parent Involvement](#)

[Tasks](#)

[Create new calendar](#)

[Import calendar](#)

[Export calendars](#)

SHOW IN LIST
[all](#) [none](#)



NOTIFICATIONS

[Notifications](#)

[Notifications](#)

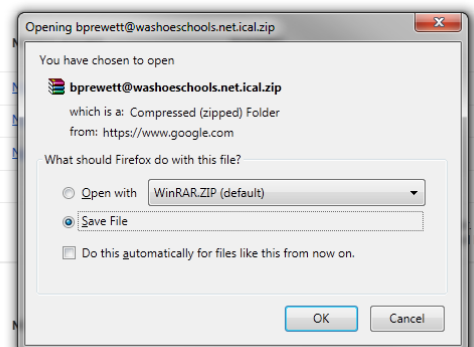
[Notifications](#)

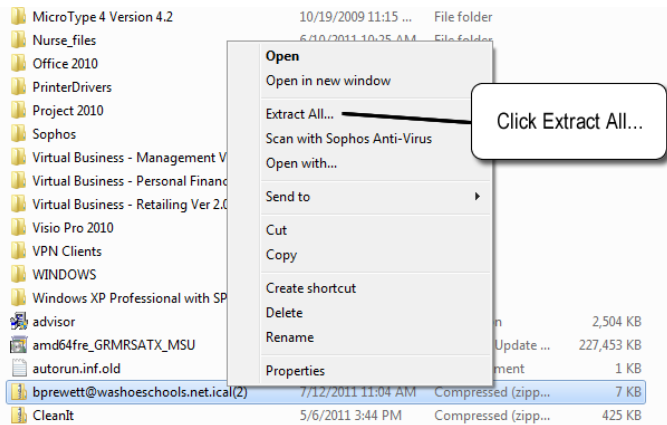
Choose the calanders you wish to export

Export the calendars

Unsubscrib
Delete: The

- Choose the caledars you wish to export and use in your new Connect Daily calendar
- Click on the export calendars link
- A box will pop up asking what you want to do with the files
- Save the files to your computer (remembering where you saved them)
- Locate the file where you have saved it. It will be a .zip file and you will need to extract the calendar files from the .zip before you continue.

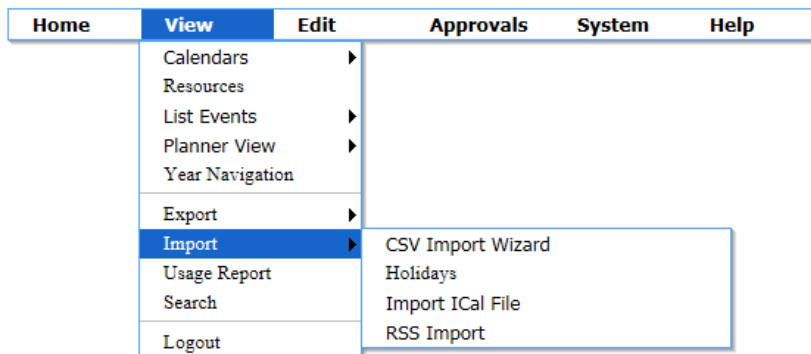




If you need a program to unzip the file you can download one from [here](#).

Step 3 Sign into Connect Daily

- Sign into Connect Daily using your schools username and password
- Select your school if necessary and select view, import, and then import iCal file.



- From the “Import iCal Events” page select an event type from the drop down. Holiday, Parent Involvement, Professional Development, and School Events event types have already been created for you. Choose the event type that matches (best match) the events in the exported

Google iCal file that you are importing.

The screenshot shows the 'Import iCal Events' page. It features a sidebar with 'Calendar' and 'Defaults' sections. The 'Calendar' section has a dropdown menu set to 'Main Calendar'. The 'Defaults' section includes 'Event Type' (Holiday), 'Contact Name', 'Contact Info', and 'Addl. Info URL' fields. Below these are checkboxes for 'Import Event Times?' (checked) and 'Use Privacy/Class' (unchecked), followed by a 'URL' field. A horizontal separator with 'Or' in the center is present. Below the separator is a 'File Name' field with a 'Browse...' button. At the bottom right of the form is an 'Import' button. A callout box points to the 'Main Calendar' dropdown with the text: 'Select the calendar that the Google iCal calendar will import into.' Another callout box points to the 'Browse...' button with the text: 'Click browse and locate the exported Google iCal file that you wish to choose to import.' Below the form is a summary bar for the last import: 'Undo Last Import -' followed by a table with columns 'User', 'Date', '# Added Records', and '# Modified Records'. The values are: User: hunterlake, Date: 7/11/11 1:52 PM, # Added Records: 44, # Modified Records: 0. An 'Undo Last Import' button is at the bottom right of this bar.

User	Date	# Added Records	# Modified Records
hunterlake	7/11/11 1:52 PM	44	0

- After you have chosen an event type click on the browse button located to the left of the file name and locate your exported Google iCal file.
- Click import and the event will be imported into your Connect Daily calendar.
- Your Google iCal calendar has now been imported into Connect Daily calendar. If you had filters set up on your Google calendar and had made sure they were checked off when you exported the calendar your exported Google folder will have separate files that are associated with those filters. At this point return to the "Import iCal Events" page and follow the previous instructions to import the rest of the events from your Google calendar.

If you need help with importing your Google Calendar into your Connect Daily calendar please contact Brian Prewett at bprewett@washoeschools.net