

Exporting Your InterAct Calendar to Your G Suite Calendar

This process will include two steps: (1) exporting the calendar entries from InterAct and (2) importing those entries to G Suite.

This process will export **personal calendar entries** only. Most users may not require their calendars to be exported if they rarely used the InterAct calendar.

*****More complex calendars may have issues during the exporting or importing process and may require further assistance. Please contact the Help Desk at 702-799-3300 to have a service request ticket created.**

NOTE: If you have “nested” calendars, you will need to drag the nested calendars to your InterAct desktop prior to completing the tasks below. Nested calendars are calendars, in addition to your personal calendar, that you have permissions to see and are visible within your own InterAct calendar (I.E. department calendar, supervisor’s calendar).

Steps to find “nested” Calendars

1. Log into InterAct.
2. Double click on your InterAct calendar located on your **InterAct desktop**, (Do not open from the side panel.)



3. At the bottom left corner, you will find a button to display the navigation pane, select it. The navigation pane opens to allow you to view your calendar.



4. If you find any calendars listed underneath your calendar, you have a “nested” calendar.



5. Select each “nested” calendar and drag it to your InterAct desktop. (You may need to resize your window in order to see the InterAct desktop.) Once there are no “nested” calendars, please proceed to the next section.



Export your personal calendar entries from InterAct

1. Logon to InterAct (First Class).
2. Double click on your InterAct calendar located on your **InterAct desktop**, (Do not open from the side panel.)

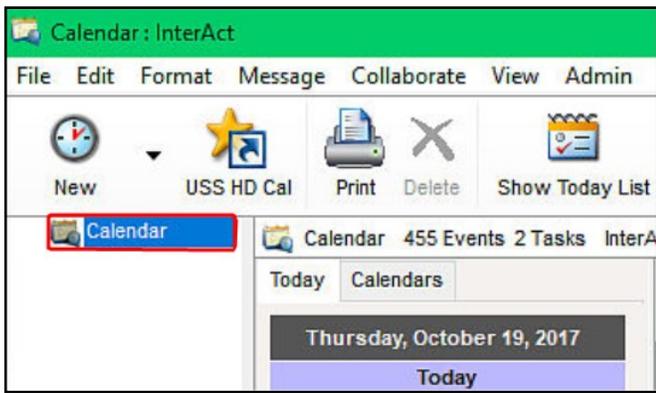


Exporting Your InterAct Calendar to Your G Suite Calendar

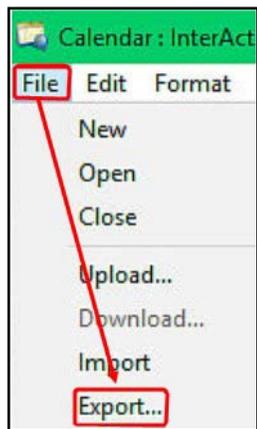
3. At the bottom left corner, you will find a button to show the navigation pane, select it. This will open the navigation pane and allow you to view your calendar.



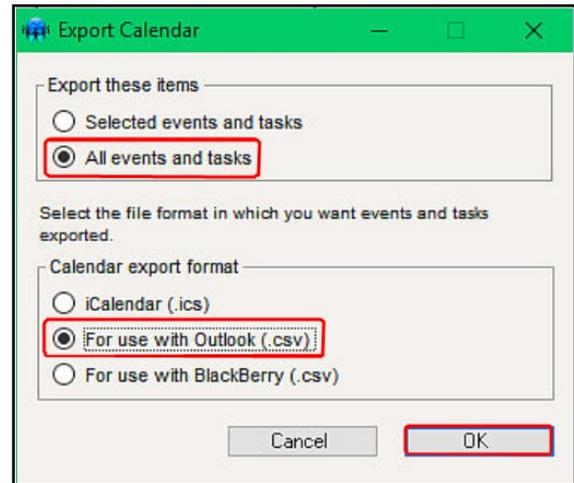
4. From the left navigation pane, select your calendar.



5. From the menu bar, select **File**, then select **Export**.

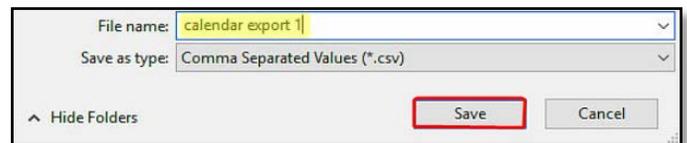


6. In the **Export these items** section, select **All events and tasks**.
7. In the calendar export format section, select **For use with Outlook (.csv)**.
8. Select **OK**.

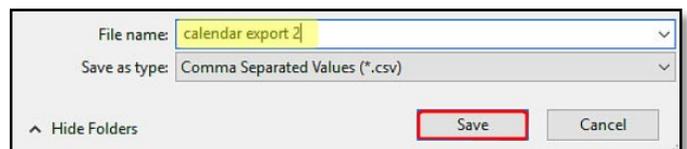


NOTE: The system **MAY** export your Events and Tasks individually. You **MAY** be prompted to save **twice**. If so, you will need to use **two different file names**.

9. Select a location to save the file and give it a name, then select **Save**.



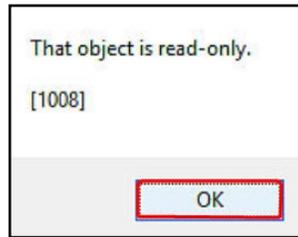
10. If prompted, type a different file name, then select **Save**.



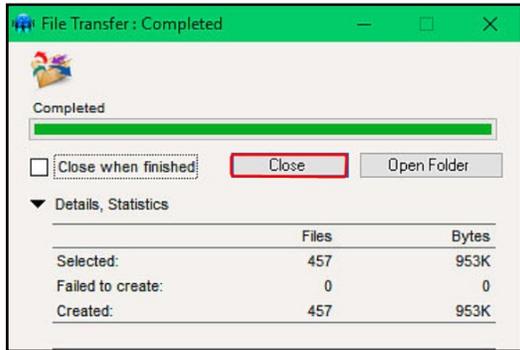
This step may take some time to complete.

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If you get an error, “That object is read-only. [1008], select **OK** to close the window and continue the export process.



11. When the export is complete, select **Close**.

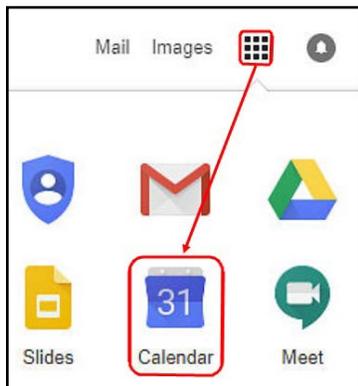


Import your personal calendar entries to G Suite (Google)

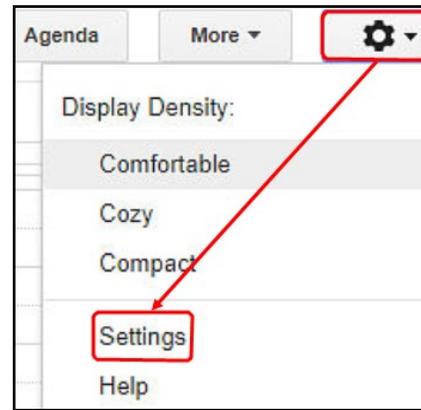
NOTE: You can **ONLY** import the calendar from a computer, **NOT** a phone or tablet.

*****DO NOT import the same file more than ONE time. Importing the same file twice will add duplicate entries.**

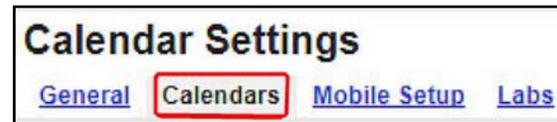
1. Log on to your Google G Suite account by connecting to the website, Google.com.
2. Select **Calendar** from the **Google Apps** icon.



3. From the upper right corner of your calendar, select the **Settings** icon, then select **Settings**.



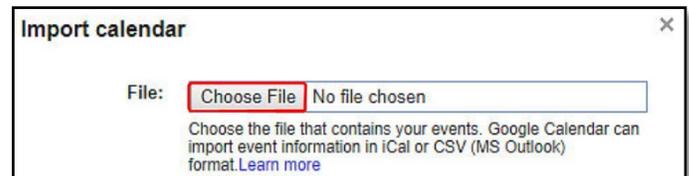
4. Under the heading, **Calendar Settings**, select **Calendars**.



5. On the left, half-way down the window, select **Import calendar**.

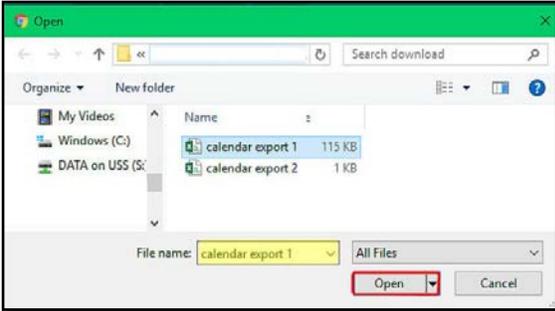


6. Select **Choose File**.

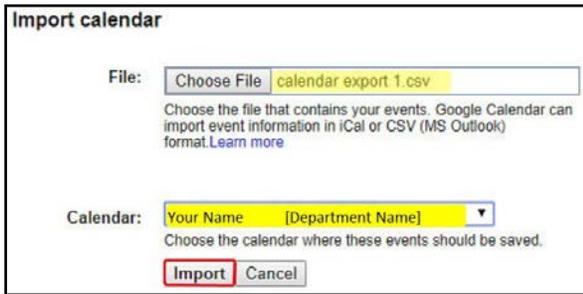


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- 7. Browse to the location you saved the file in the previous section.
- 8. Select the file, then select **Open**.



- 9. Verify you have your calendar name set, then select **Import**.



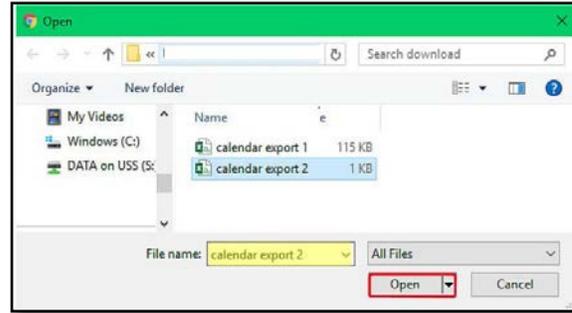
- 10. When the import is complete, select **Close**.



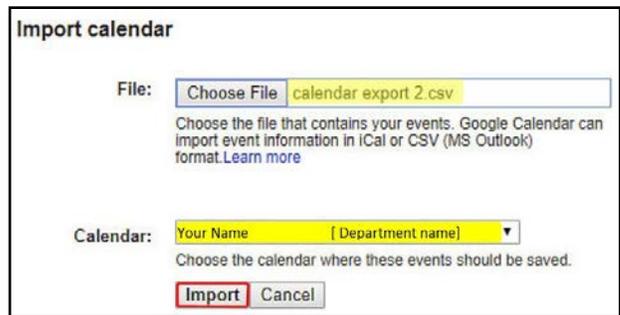
- 11. If you saved two files during the export process, select the **Import calendar** button again.



- 12. Select the **second** file.



- 13. At the Import calendar screen, select **Import**.



- 14. When complete, select **Close**.



- 15. To get back to your Calendar, select **Back to Calendar** under **Calendar Settings**.

