eGO Academy



Software

How to Import Tasks from Google Calendar

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The application manager has the possibility to synchronize the tasks from the Google Calendar with the eGO platform.

To do so, take the following steps:

1. Click 'Tasks';

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2. On the right sidebar, select the option 'Google Calendar Sync';

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or euve	nord poaren			Notifications received
t Tasks,	all tasks.		9	Notifications created
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3. Click 'Authenticate on Google';

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L Tasks, all t Select Fini	ta:	Authenticate on Google Cancel		100 10
Vi So	si fu			44 days late
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4. Fill in your personal information;



5. Select the time period you want to import (start and end date) and click'Synchronize';

Example: If you choose the time period between 01-01-2013 and 01.01.2014, the tasks registered during this year will be imported from the Google Calendar to your eGO platform.

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6. When the import is completed. Click **'OK'** to finish;

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7. You can view the imported tasks on the 'Tasks' tab;

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elect	Finish Email Print Delete		:= ::
	Visit Sofia Custódio, 20 Jan		44 days late
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