

Options of Adding Travel Itinerary to Outlook Calendars

On your ticketed e-invoice confirmation received from Travel and Transport via email, you will have links available to assist with options to download your travel itinerary to your Outlook calendar.

The information below describes the functionality of each and how it will translate and display in your Outlook calendar. Based on this, you can select the option that suits your preference.

Travel and Transport Add to Calendar option

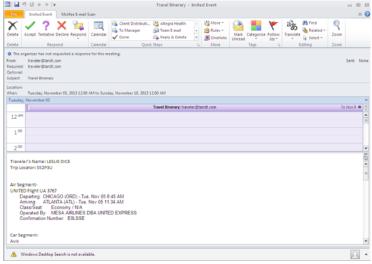
Saves to Outlook as an event and blocks the entire trip date range on your calendar.

You can find this on your e-invoice within this link - To add this to your calendar Add to calendar.

• Click on *Add to Calendar*, a pop-up box will display with an .ics file.



• Click on OPEN, and the invited event will appear. *Note that it blocks as an event for the entire date range of your trip.*





• Click on ACCEPT and it will add to your calendar. All itinerary/trip details are contained within the event in text format.

| November 05, 2013 | Search All Calendar Items (Ctrl+E) | |
|---|------------------------------------|------|
| Click here to enable Instant Search | | |
| S Tuttday | | |
| Travel Ninerary: traveler@tandt.com | To No | w9 # |
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| Accepted on 9/11/2013 2:14 PM. | | |
| Organizer traveler@tandt.com | Sent: Wed 9/11/2013 2:14 PM | |
| Sybject Travel Rinerary | | |
| Loatjon I | | |
| Spart time: Tue 11:5/2013 • 12:00 AM • X All day eyent | | |
| Eng time: Set 11.9/2013 - 12/00 AM - | | |
| Traveler's Name: LESUE DICE Trip Locator 5530U Ar Segment- UNITIC Flight (J. 3777 Departing _OMCAGO ((ORD) - Tue, Nov 35 8.45 AM Among _ATLAHTA (ATL) - Tue, Nov 35 11.34 AM Among _ATLAHTA (ATL) - Tue, Nov 35 11.34 AM Operated By | £ | |
| Carl segment- Avis Des Otto - ATLANTA (ARPORTIATL) - Tue, Nov 05 Drap Ott - ATLANTA (ARPORTIATL) - View, Nov 05 3 00 PM Type - Intermedials Fate per day - 80 00 plus taxes and/or additional fees | | |
| Hotal Segment- The Westin Alarka JATOS The Westin Alarka JAT PEST DOUD ATLANTA GA 30337 Dennes 4. M N 75 2737 | | |
| A Windows Desktop Search is not available. | <u> </u> | |

Travelport ViewTrip option

Saves to Outlook as <u>appointments</u> under the local time zone.

You can find this on your e-invoice within this link (you will need to keep the referenced reservation number handy) - **To receive the most up-to-date information on your itinerary, go to** <u>https://www.viewtrip.com</u>.

- Click on the link for viewtrip.com
- Type in your reservation number and last name (account not required)

| Welcome! sign in or sign up | | | | | |
|-----------------------------|----------------|--|--|--|--|
| Look up your trip | English (US) ► | | | | |
| Reservation Number | | | | | |
| Traveler Last Name | | | | | |
| View Reservation | | | | | |
| ► Settings | see an example | | | | |



• Your itinerary will appear. Within each trip segment box, an option for *Add to Calendar* will be listed.

| Access trip updates on your mobile! | sign up Aiready have it? sign in | | |
|---|----------------------------------|--|--------------------------|
| X Flight - United Airlines Inc (| UA) - 3767 | | Tuesday, November 05, 20 |
| United Airlines Inc Confirmation | Number: | EOLSSE | |
| Depart: | 8-46 AM | O'Hare Int Apt (ORD), Terminal 2 Chicego, IL | |
| Arrive: | 11.34 AM | Hartsheid Jackson Inti Arpt (ATL), Terminal N Atlanta, GA | |
| Fight 3767 | | Non-stop | |
| Class of Service: Flight Operated By: Click here for Flight Service Information | | ECONOMY (V) Mesa Akines Dba United Express | |
| Equipment: In-Flight Services: | Canadair 700 Non-smoking | Flying Time: | 196 |

- Add individual itinerary items (each item you want to include to the calendar needs to be selected)
- They will add to Outlook as shown below (as an appointment vs. event).

| I 🛃 👘 🔍 ♦ ♦ 🖛 LESLIE DICE - Flight : UA 3767 Chicago to Atlanta - Appointment | | | | | | | |
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| Subject: LESUE DICE - Flight : UA 3767 Chicago to Atlanta | | | | | | | |
| Location: | | | | | | | |
| Slart time: Tue 11/5/2013 - 645 AM - All day egent End time: Tue 11/5/2013 - 834 AM - | | | | | | | |
| Flight - Nov 05, 2013 | 8 | | | | | | |
| Note: All times are displayed in their local time zone. | | | | | | | |
| Flight: United Airlines Inc - 3767 | | | | | | | |
| | - | | | | | | |
| Flight Operated By: MESA AIRLINES DBA UNITED EXPRESS | | | | | | | |
| Depart: Nov 05 2013 - 8:45 AM (CST) | | | | | | | |
| O'Hare Intl Arpt, Chicago | | | | | | | |
| Terminal 2 | | | | | | | |
| | | | | | | | |
| Arrive: Nov 05 2013 - 11:34 AM (EST) | | | | | | | |
| Hartsfield Jackson Inti Arpt , Atlanta | | | | | | | |
| Terminal N | | | | | | | |
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• Non-flight trip detail, such as car rentals and hotel bookings will block your calendar for the period of the rental or stay (in local time):

| 1 🖌 🤊 | G * 4 A | LESLIE DICE - | Car : Avis R | ent A Car Sj | ystem, Inc., HA | RTSFIELD JACK | KSON INTL AR | PT (TERMIN) | AL) HARTSFIELD J | ACKSON INTL AP | Appointme 😑 | e 23 |
|----------------------|--|--------------------|-------------------------|----------------------------------|--------------------|-------------------------------|---------------------|---------------|------------------|----------------|-------------|------|
| File | Appointment | Insert For | mat Text | Review | | / | | | | | | ۵ 🕜 |
| Save & Dele Close | Calendar Calendar Forward = OneNote Actions | Appointment Shi | Scheduling Assistant | Invite Attendees Attendees | Showed Cominder | Busy 15 minutes Options | • O • Recurrence | Time Zones | egorize Tags | Zoom | | |
| Sybject: | LESUE DICE - Car | : Avis Rent A Ca | ar System, Inc | ., HARTSFILL | JACKSON INTL | ARPT (TERMINAL | HARTSFIELD JA | CKSON INTLAP | • | | | |
| Locatjon: | | | | | | | | | | - | | |
| Start time: | Mon 11/4/2013 | | 9:00 Ph4 | 1.0 | All day egent | | | | | | | |
| End time: | Wed 11/6/2013 | - | 7:00 AM | | | | | | | | | |
| Car R | ental - No | v 05 - 06 | 5. 2013 | | | | | | | | | - |
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| Note: Al | l times are disp | played in the | ir local tin | ne zone. | | | | | | | | |
| Car: | | | | | Avis Rent | A Car System | n, Inc. (ZI) | | | | | |
| | | | | | | | | | | | | - 11 |
| Pick Up | k Up : Nov 05 2013 | | | | | | | | - | | | |
| | HARTSFIELD JACKSON INTL ARPT (TERMINAL) HARTSFIELD JACKSON INTL AP | | | | | | | | | | | |
| | 404-763-6333 FAX 404-767-9634 | | | | | | | | | | | |
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| Car Type | 90 | | | | Intermediat | te 2 or 4 Door | Automatic A/ | C Any Fuel | | | | - |
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- Works with the following browsers: IE 7.0 and above, Safari, Mozilla, Opera, Google Chrome
- Calendars supported: MS Outlook 2003, 2007, 2010 and Google Calendar
- Note: changes will not automatically update to the calendar, users are responsible for deleting the old items and adding the new

Travel and Transport's eTTek DASH mobile app

Saves to your mobile device calendar with option to import to Outlook.

Ensure you have already downloaded the DASH mobile app. It is free! A link for information is also found on the Travel and Transport e-invoice here: <u>Click here</u> to learn about our mobile app eTTek Dash. Available for Apple iOS, Android, and Blackberry.

- To add the trip to your <u>device calendar</u>, go to your trip and then select *Calendar*.
- Outlook integration How To Download to Outlook (saves as appointment not event):
 - Go to your trip and select the *Email* option
 - Send to your outlook email
 - The email received from DASH will contain an .ics file.
 - Save the .ics file to a temporary location on your PC.
 - o In Outlook, go to FILE, OPEN, IMPORT, Import an iCalendar (.ics) file, Next
 - Open the file from the saved area, OK, IMPORT. The trip details are now saved to your Outlook calendar.
- Note: the latest version of DASH requires one-time registration. If you already downloaded DASH, you may need to register under upgraded version.