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
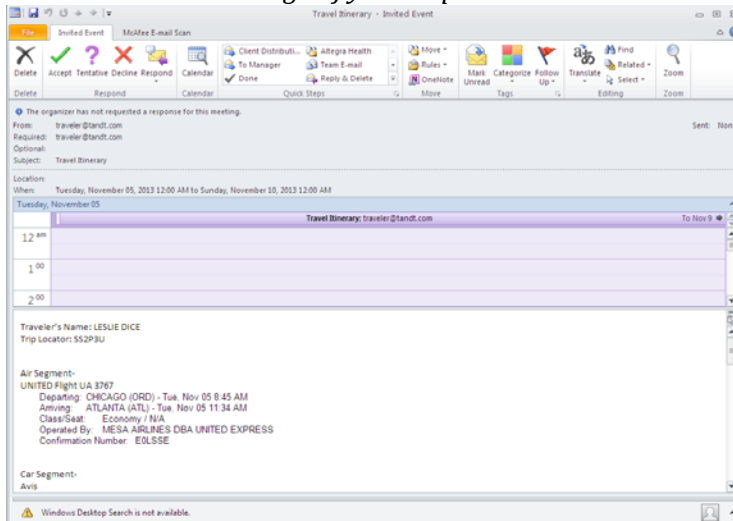
> ➢ Saves to Outlook as an <u>event</u> and <u>blocks the entire trip date range on your calendar</u>.

You can find this on your e-invoice within this link - **To add this to your calendar Add to calendar**.
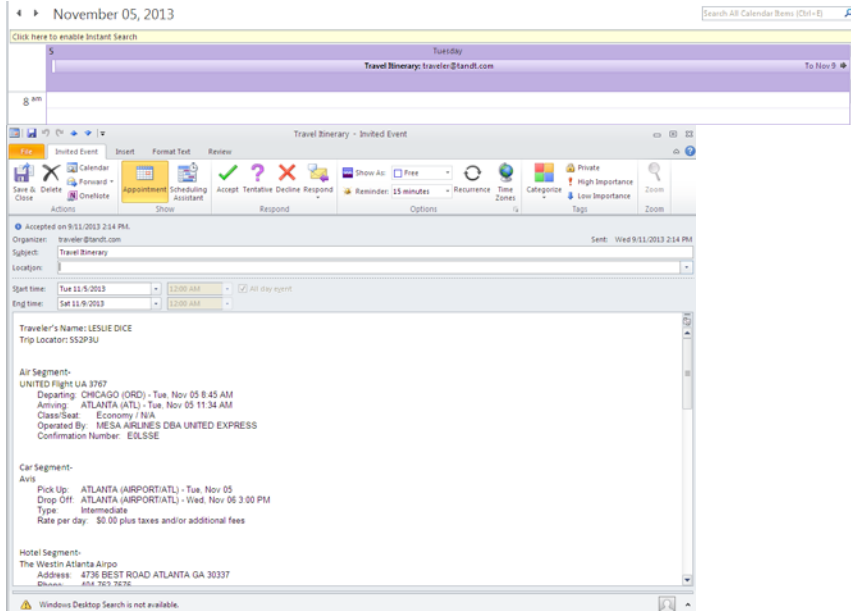
- Click on *Add to Calendar*, a pop-up box will display with an .ics file.

- 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.
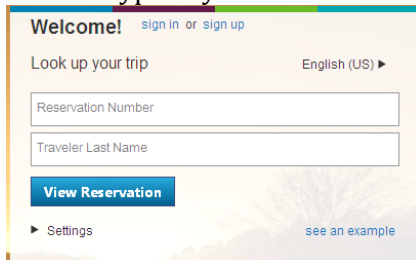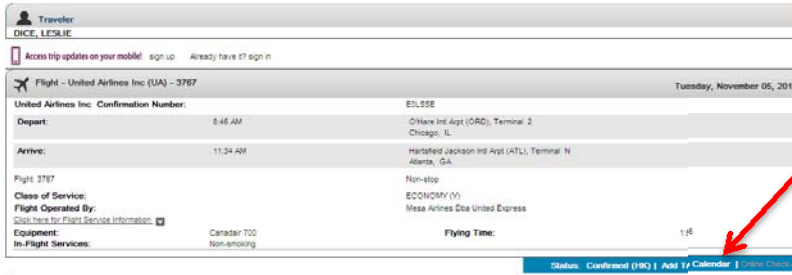

Travelport ViewTrip option

➢ 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 https://www.viewtrip.com**.
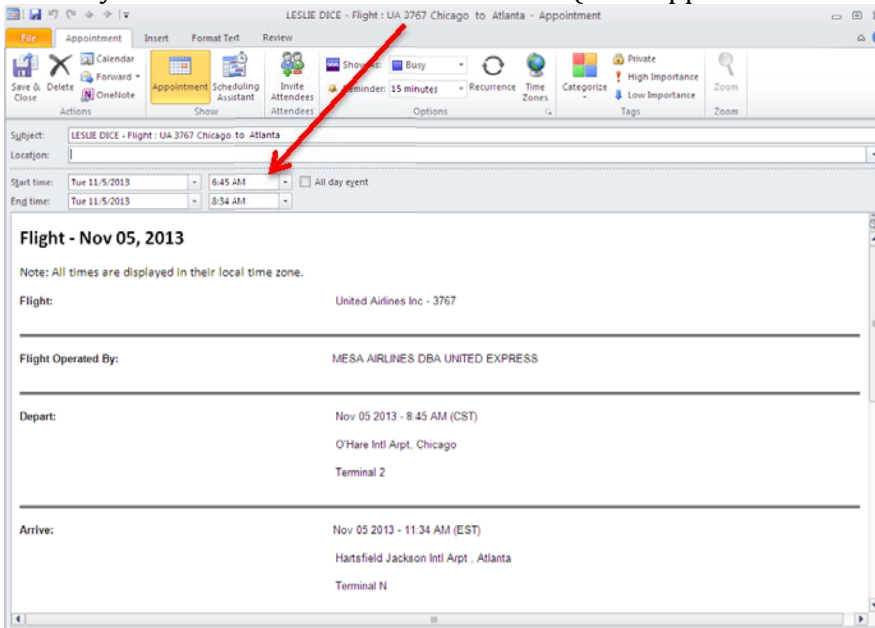- Click on the link for viewtrip.com
- Type in your reservation number and last name (account not required)

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

- 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).

- 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):
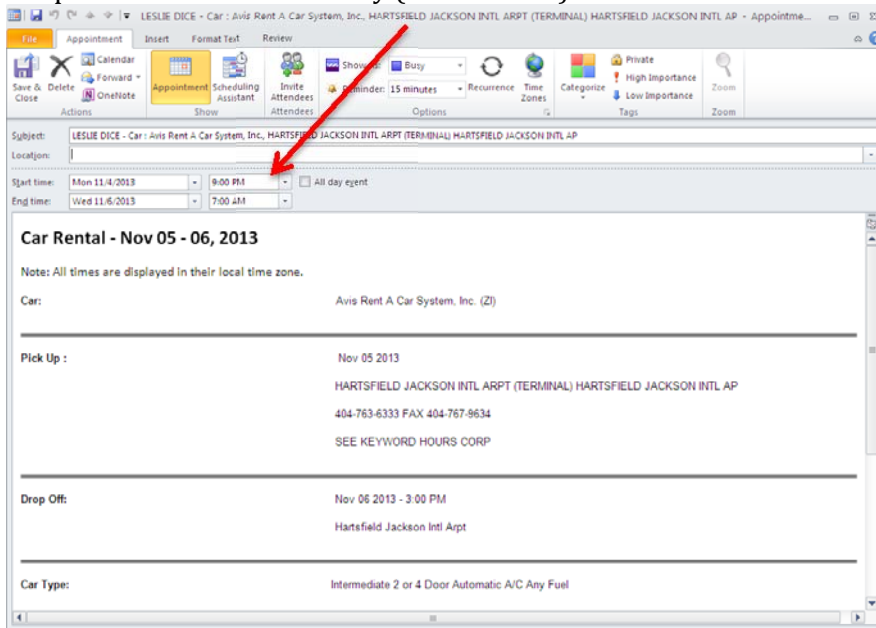
- Works with the following browsers: IE 7.0 and above, Safari, Mozilla, Opera, Google Chrome
- Calendars supported: MS Outlook 2003, 2007, 2010 and Google Calendar
- Note: changes will not automatically update to the calendar, users are responsible for deleting the old items and adding the new

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: **Click here to learn about our mobile app eTTek Dash. Available for Apple iOS, Android, and Blackberry.**
- To add the trip to your device calendar, go to your trip and then select *Calendar.*
- Outlook integration – How To Download to Outlook (saves as appointment not event):
  o Go to your trip and select the *Email* option
  o Send to your outlook email
  o The email received from DASH will contain an .ics file.
  o 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
  o 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.