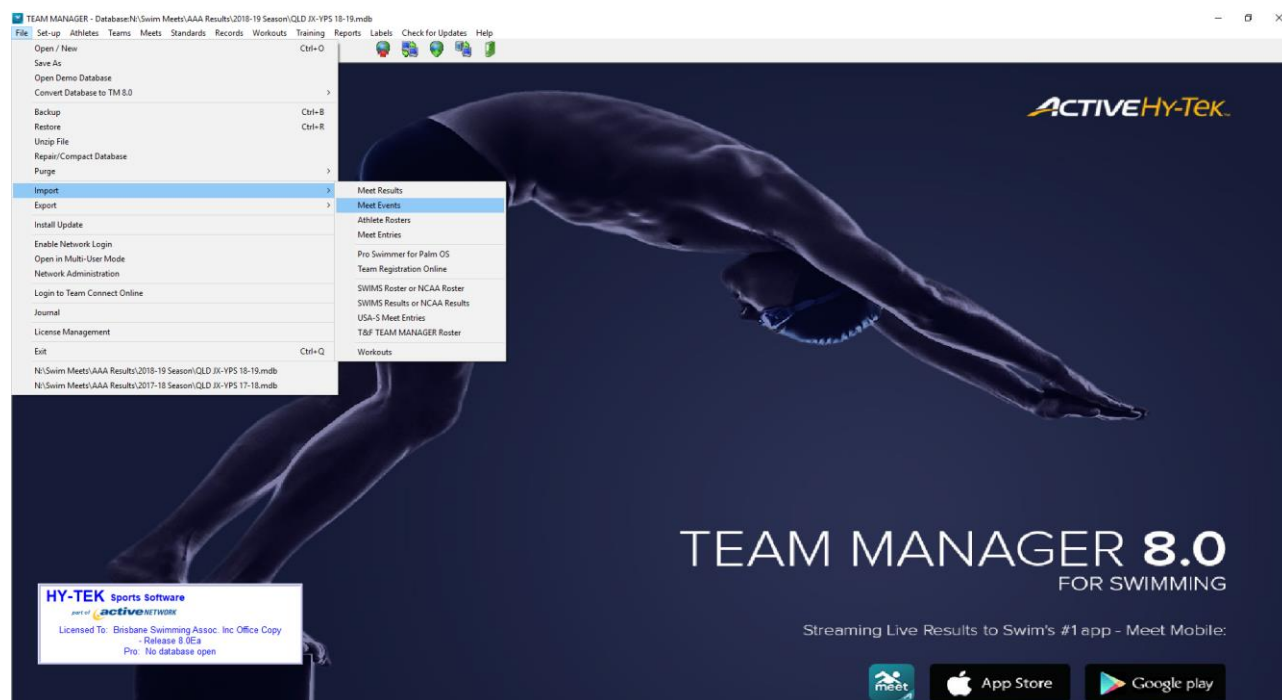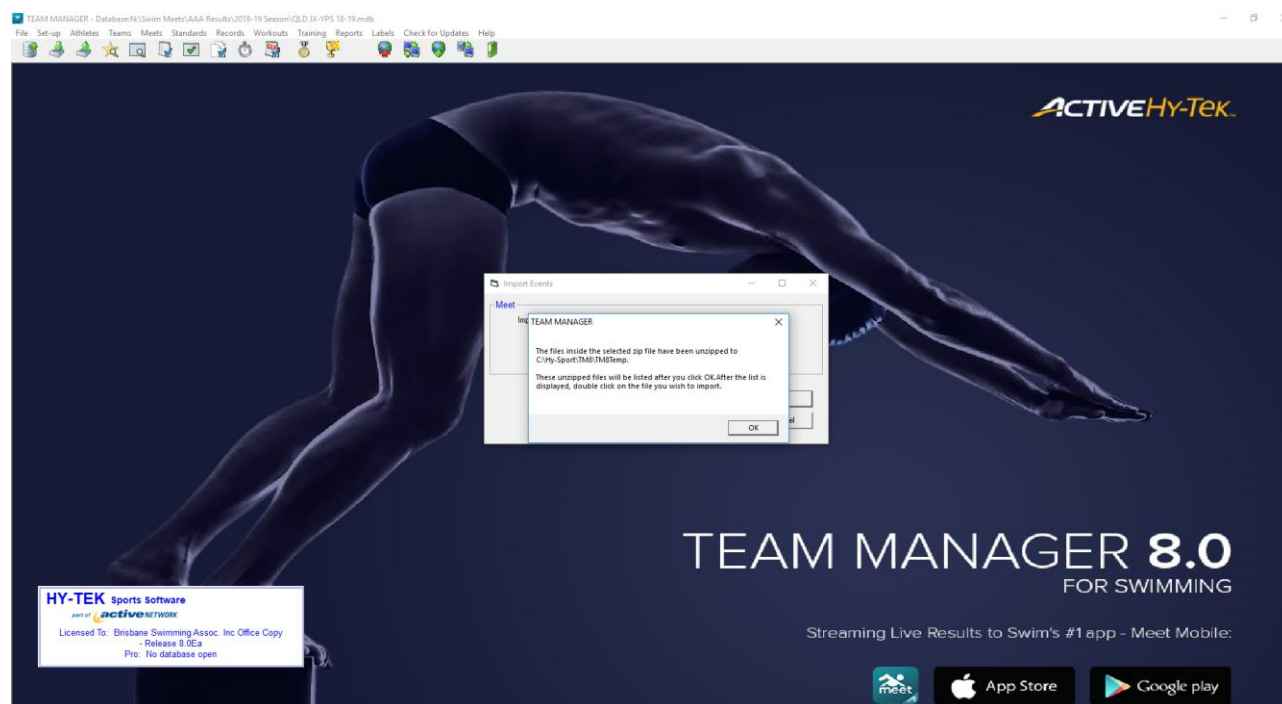# How to Import Meet Events into Team Manager

Step 1 - Open Team Manager (Team Manager may already be open from the previous step)
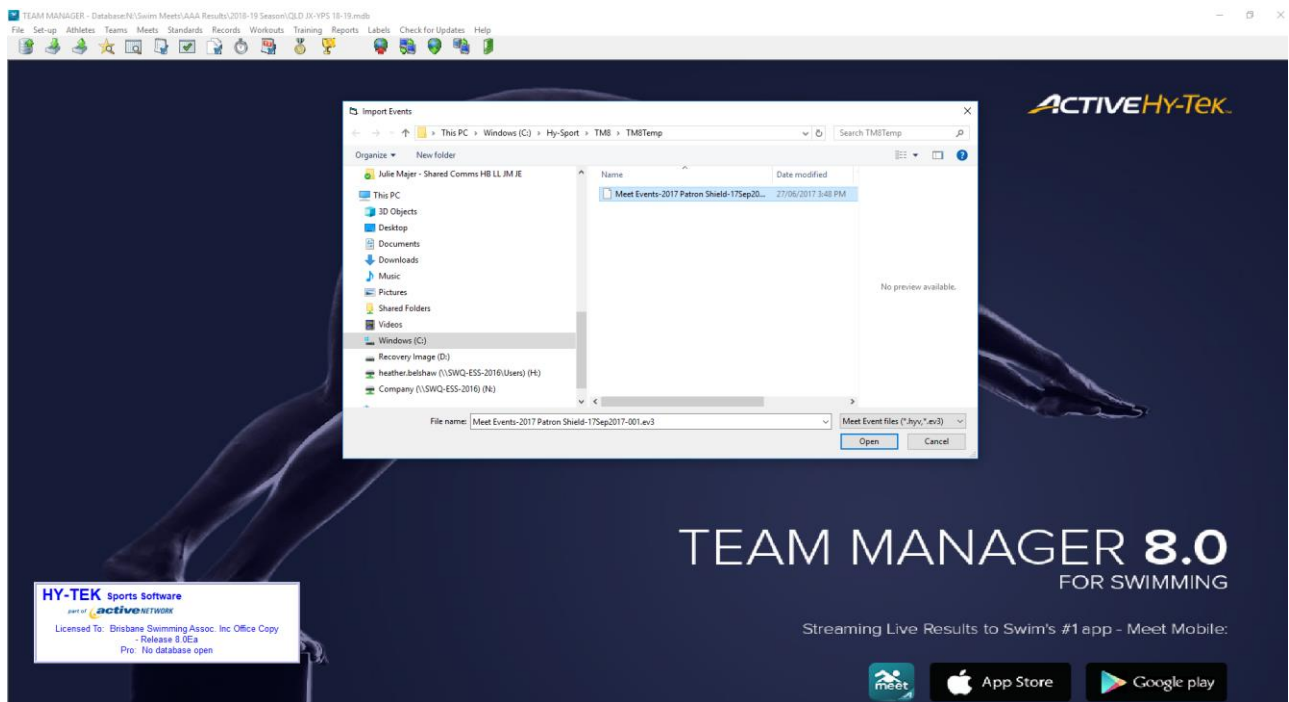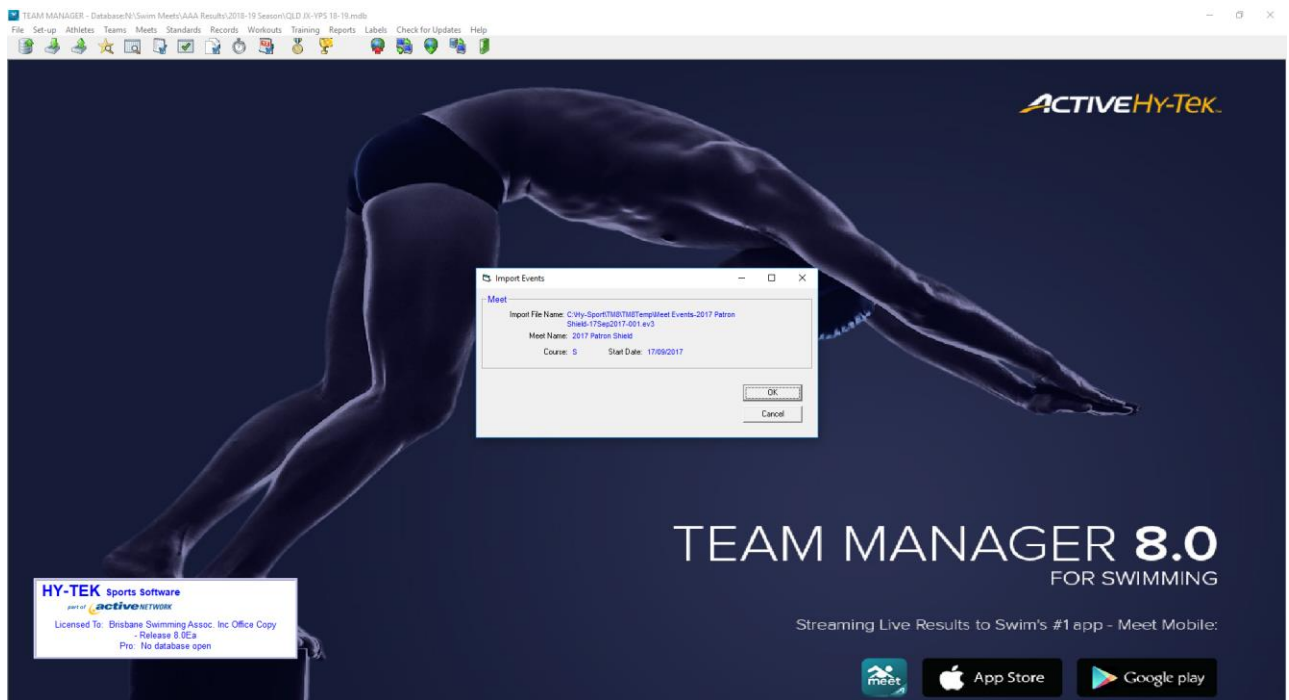
Step 2 – Select File – Import – Meet Events

Step 3 – Select the TM Events File you wish to use from your server or the appropriate folder. After you Open on the Meet Events File, the following box will appear to unzip the file – select OK.

Step 4 – Select Open to open the unzipped file

Step 5 – Select OK to import Events

Step 6 – Events are now imported. Select OK to finish