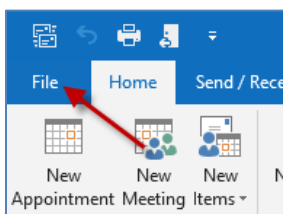
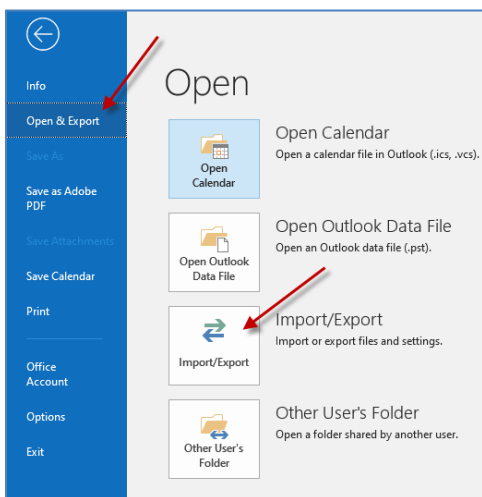


Calendar Import for Outlook - Instructions

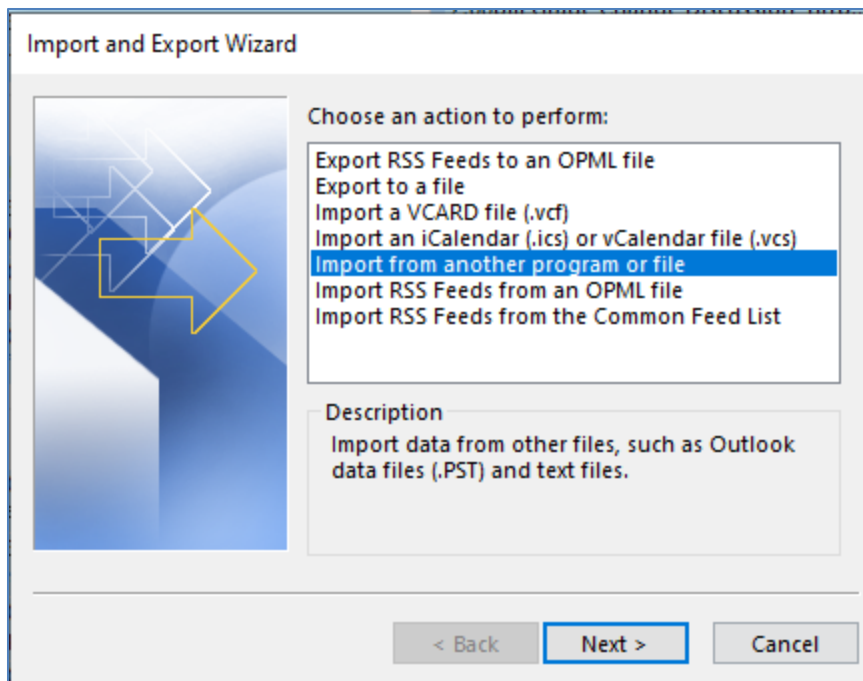
- Go to the Registrar's Office Academic Calendars webpage.
- Select the hyperlink to the .csv version of the desired calendar and open the file.
- Choose 'Save As'
 - Save the file to your computer or a network folder. Saving to the desktop would work well for this purpose. *You will need to remember the name of the file and the location where it was saved in the next step.*
- Close the .csv file
- Open Outlook
- Click on Calendar
- Click on File



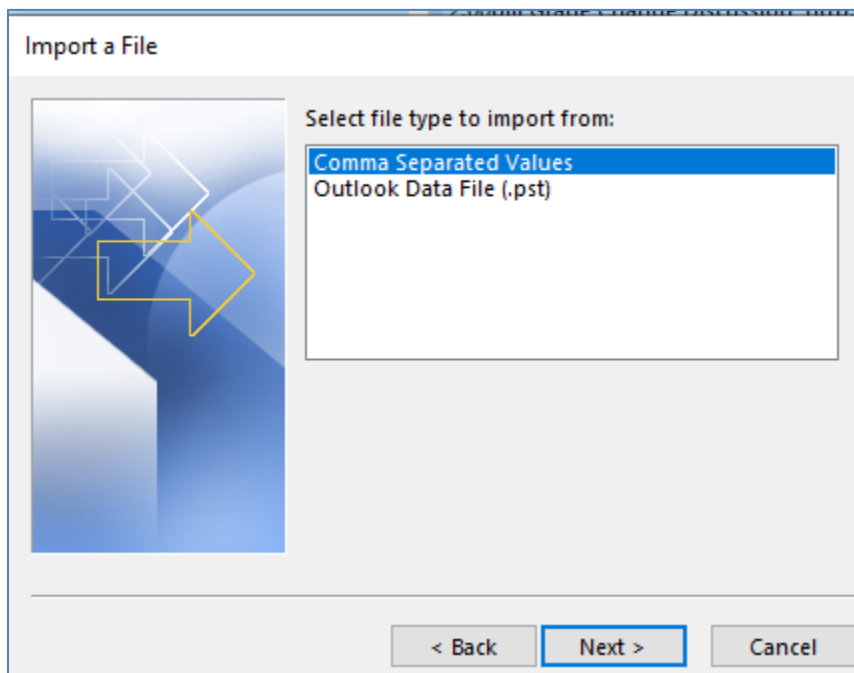
- Click on Open & Export and then Import/Export



- An Import and Export Wizard window will open. Select 'Import from another program or file' and click 'Next'.

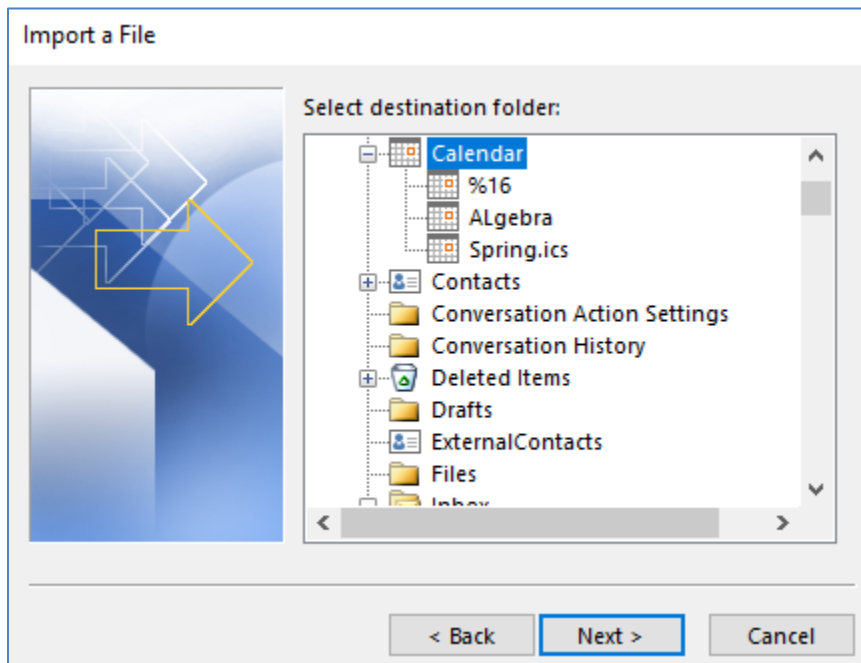


- Select 'Comma Separated Values' and click Next

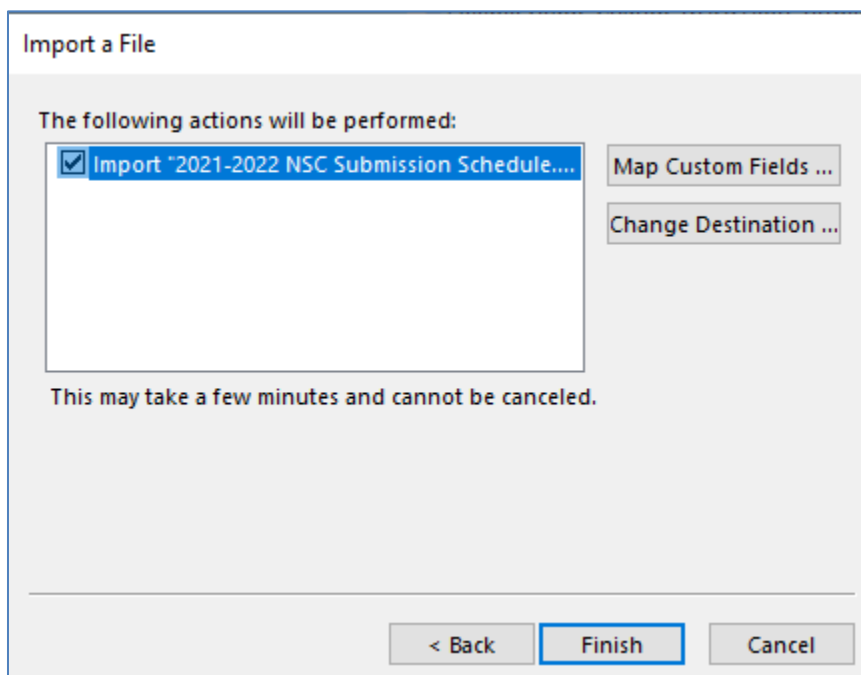


- Click 'Browse' and locate the previously saved .csv version of the calendar and select the file. For the Options, it will default to allow duplicates. If this is the first time uploading the file, this selection is fine. However, if changes occur and a newer version of the calendar is being uploaded, select 'Replace duplicates with items imported'. Click Next.

- Click on the Calendar option and click Next

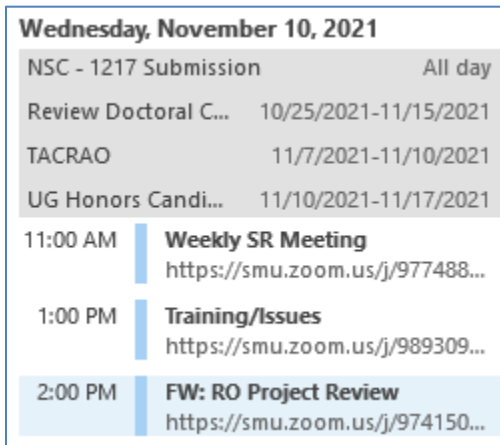


- Check the box next to 'Import (file name will appear)' and click Finish.



- A progress window will appear. When the upload is complete, it will disappear and the items will now be saved as all-day items on your Outlook calendar.
- Click on the appointment to view a more detailed description.

- The items saved to the calendar can be edited by the user. Edits can include adding more detailed text to the Subject or Description, adding or removing reminders, etc.



- Click on the appointment to get a more detailed description and make any edits.

