



Procedures to Import File to Outlook

Downloading the CSV File

- Download the desired CSV file.
- Save the file to a location that you will remember.
- After it has finished downloading, locate the file and follow your calendar program's instructions for importing events.

Importing the CSV file to your Outlook Calendar

- From the top toolbar in Outlook, click File>Open>Import and Select "Import from another program or file" and then click Next.
- Select "Comma Separated Values (Windows)" and click Next.
- Click the "Browse" button and navigate to the saved schedule file. Select "Do not import duplicate items" and click Next.
- From the "Select destination folder" popup, click on "Calendar" and then click Next.
- Under the box labeled "The following actions will be performed:" click the box next to the option "Import 'schedule.csv' into folder: Calendar".
- Click OK, then click Finish. A status window will appear that says, "Importing Appointments from 'schedule.csv' into Calendar".