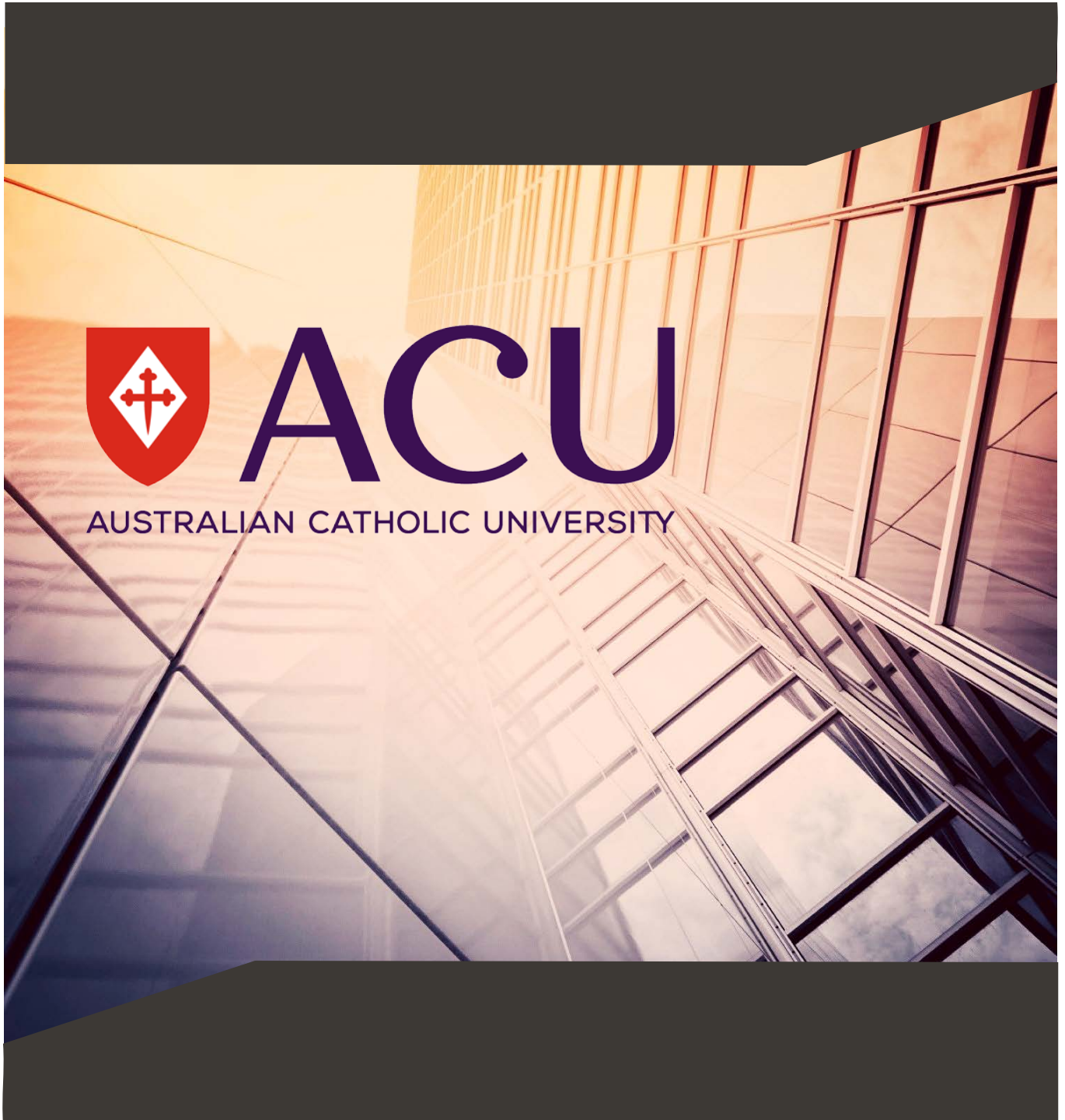


Import a Calendar from Excel to Outlook Process and Procedures



Guide

Import a Calendar from Excel to Outlook Process and Procedures

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Calendar Upload File

A copy of the Calendar Upload File “Key Exam dates for Staff” is available on the [Examination Information for staff](#) webpage.

Download the file to Desktop

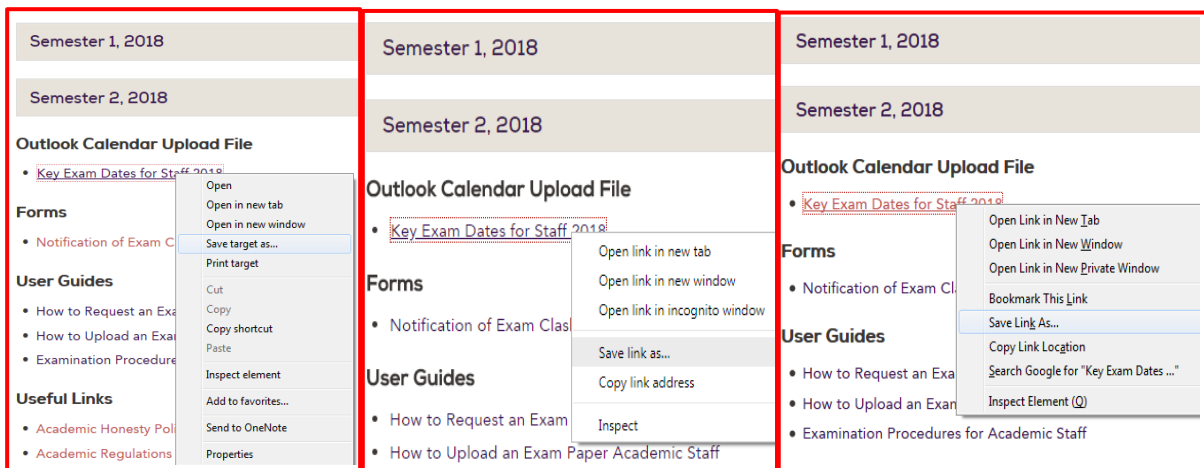
Right Click on the file. Depending on the Internet browser, you may then click on ‘Save target as’ or ‘Save link as.’

Please note if you are a MAC user, please contact Service Desk at 7272 for assistance.

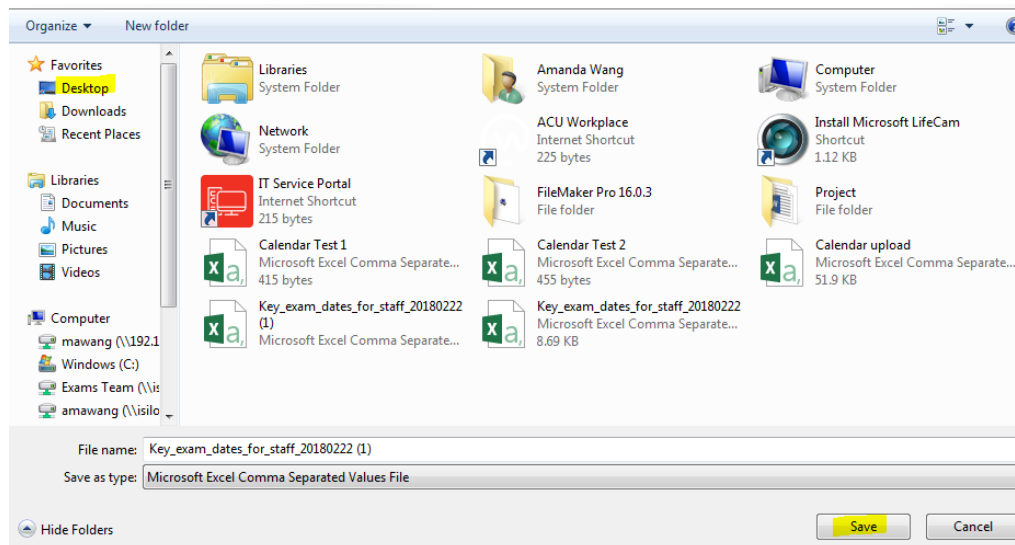
Internet Explorer

Google Chrome

Mozilla Firefox



Save the file to Desktop



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Log in to computer

Ensure you are logged in to the computer as yourself as when you open Outlook it will open as the user logged in to the computer.

Note: The import will not work from webmail, only from the Outlook application.

Import a Calendar into Outlook

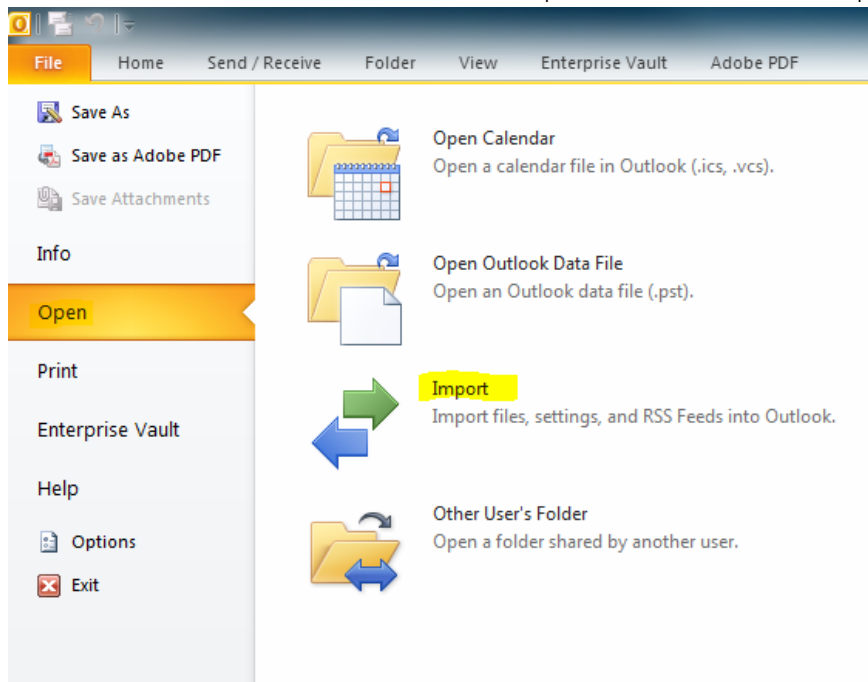
- Open Outlook and click the calendar button at the bottom left of the page



- Depending on the version of Outlook, this step is slightly different. If your Outlook version is not 2010 or 2013, please contact Service Desk at 7272 for assistance.

Outlook 2010 Version

Click on the "File" menu in Outlook. Select "Open" and then click on "Import."



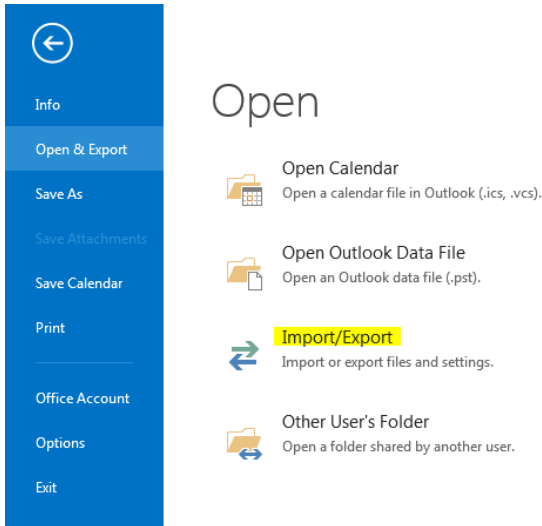
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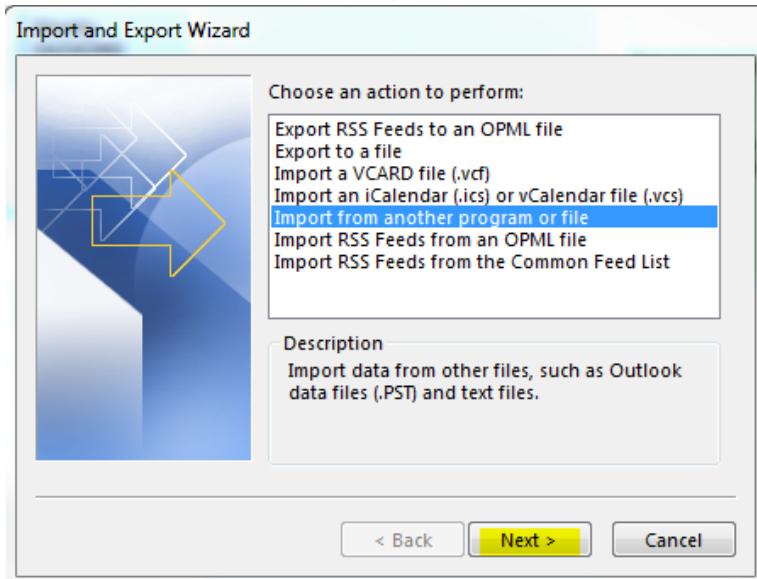
Import a Calendar from Excel to Outlook Process and Procedures

Outlook 2013 Version

Click on the “File” menu in Outlook. Select “Open & Export” and then click on “Import/Export.”



- Select “Import from another program or file” and click “Next”.

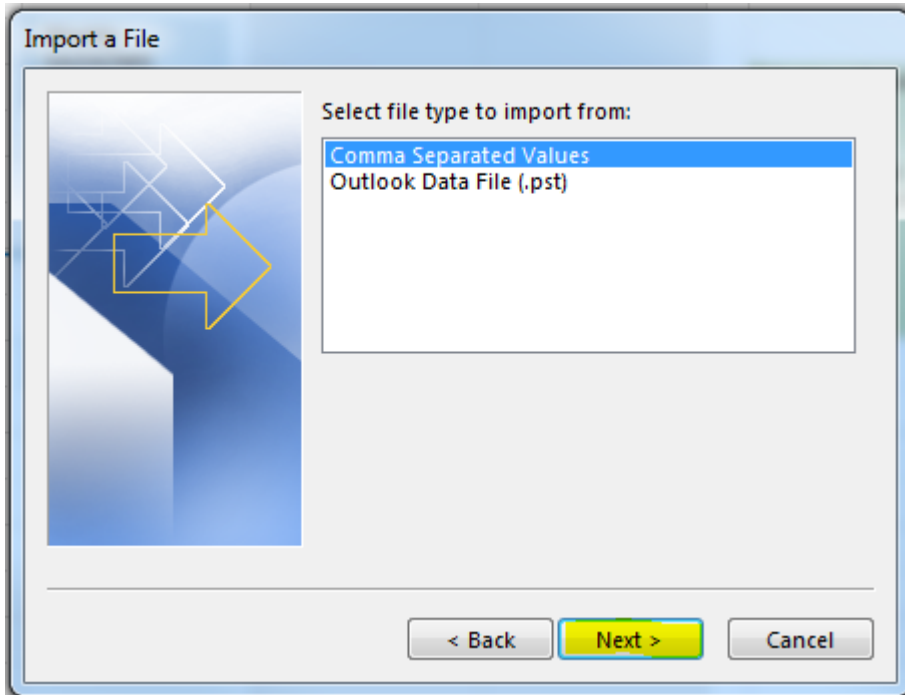


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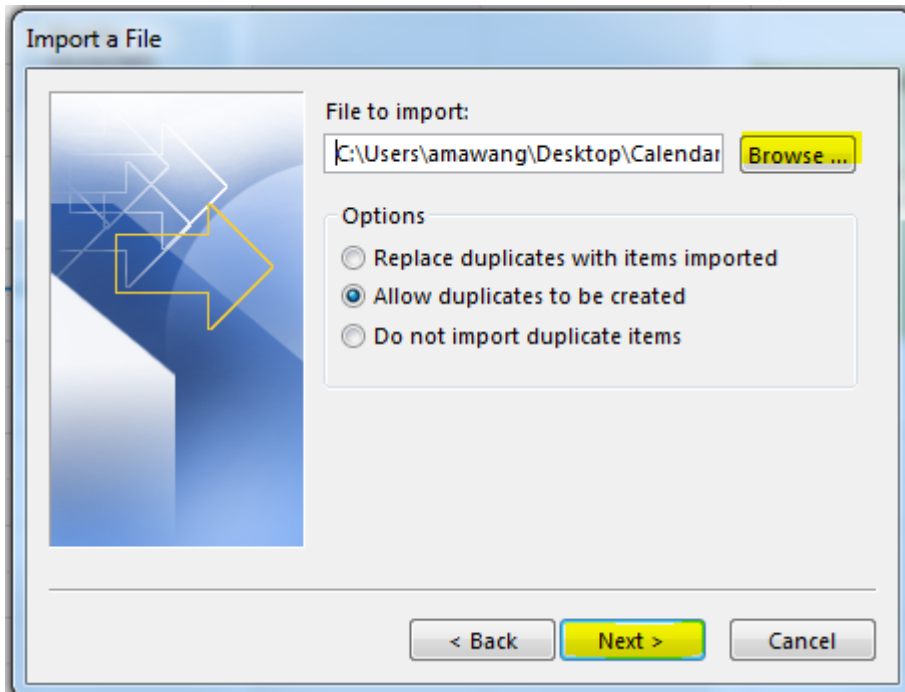
Import a Calendar from Excel to Outlook Procedures

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- Select “Comma Separated Values” and click “Next.”



- Click on the “Browse” button and find the file that needs to be imported.” Click “Next” again.

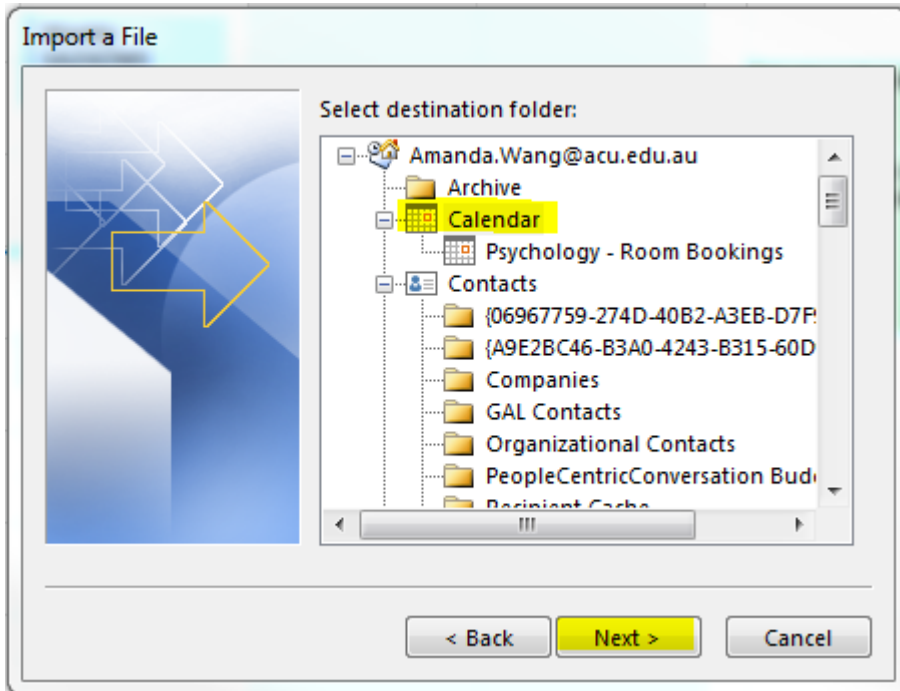


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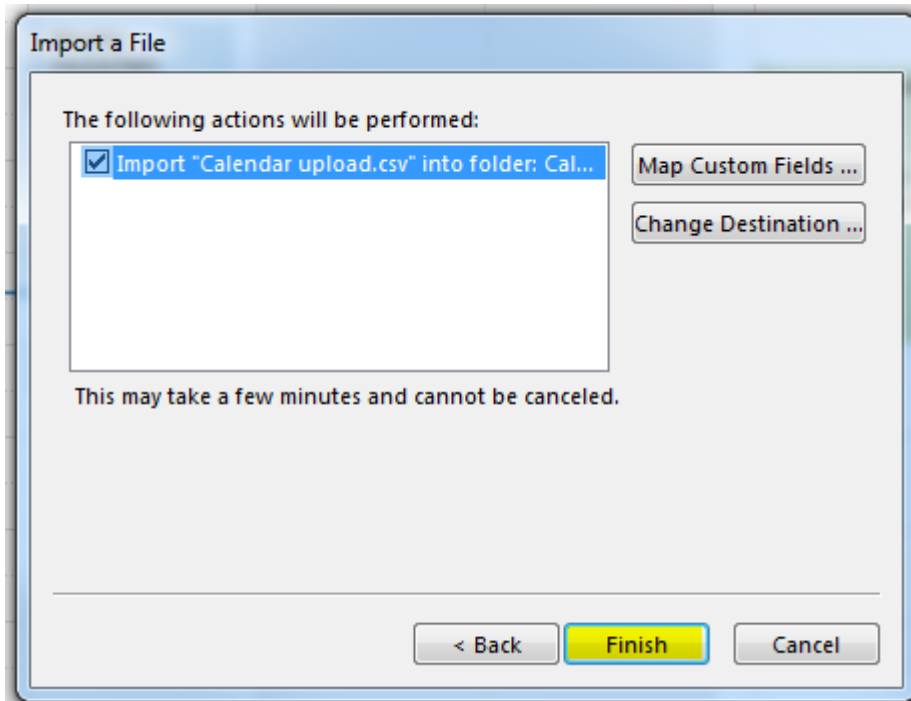
Import a Calendar from Excel to Outlook Procedures

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- Select “Calendar” as the destination folder and click “Next”.



- Click “Finish.”



Your calendar items should now appear in your Outlook calendar.

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