

Taking an Excel schedule and moving it into an Outlook calendar

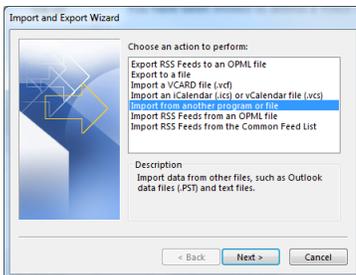
1. Open a blank Excel file.
2. Type in the headings in row one.
3. The individual meeting or events will be listed below, one per row.

	A	B	C	D	E	F
1	Subject	Start date	Start time	End Time	Location	
2	Meeting	10/19/2016	11:30 AM	12:15 PM	Café	
3	Meeting	10/20/2016	12:30 PM	1:15 PM	Café	
4	Meeting	10/21/2016	1:30 PM	2:15 PM	Boardroom	
5	Meeting	10/22/2016	2:30 PM	3:15 PM	Café	
6	Meeting	10/23/2016	3:30 PM	4:15 PM	Café	
7						
8						
9						
10						

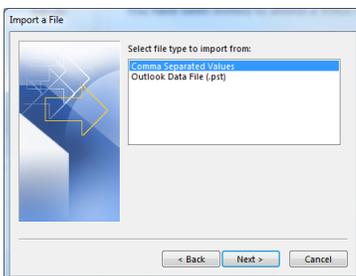
4. Save to file as a **Comma separated Value (CSV)** file.

Open Outlook

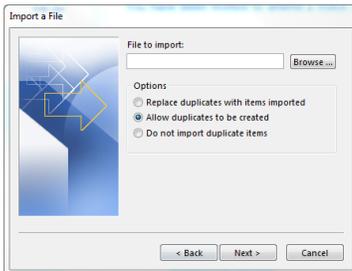
1. Click the **File Tab** and choose **Open & Export**.
2. Click the **Import/Export** option to open the **Import and Export Wizard** window.
 - a. Choose **Import from another program or file** and click the **Next** button.



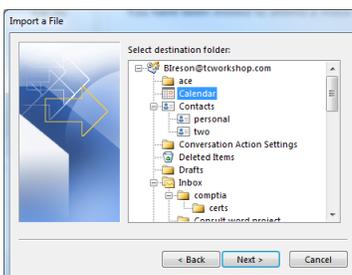
- b. Choose **Comma Separated Values** and click the **Next** button.



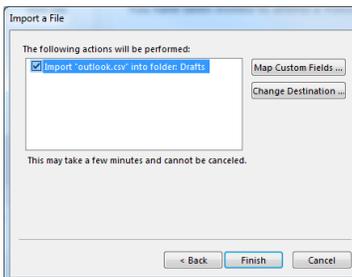
- c. Click the **Browse** button and find your CSV file.
 - i. You can decide here how to handle duplicates.
 - ii. Then click the **Next** button.



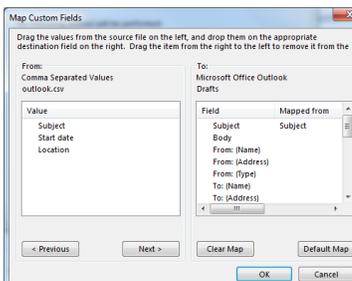
- d. In the **Select destination folder** list select the **Calendar** option and click the **Next** button.



- e. Click the **Map Custom Fields** button.



- f. Check the field connections and make changes as needed, then click the **Ok** button.



- g. Click the **Finish** button and the list of events or meetings will be imported and added to your **Outlook Calendar**.