

## 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.

	Α	В	С	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	Boardroor	n
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.

Import a File	
The following actions will be performed:	Map Custom Fields Change Destination
This may take a few minutes and cannot be canceled	
< Back F	inish Cancel

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

rom: omma Separated Values utlook.csv	To: Microsoft Office Outlook Drafts
Value	Field Mapped from
Subject Start date Location	Subject Subject Body Body From: (Name) From: (Address) From: (Iddress) To: (Iddress) C: (Address) C: (Address) C: (Address)

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