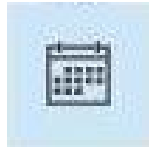# How to Import a Calendar (CSV file) into Outlook

1. Find the calendar files on the Connection: Home Tab>Training & Support>Software Box>Outlook Calendar>Documents
   a. Academic Calendar date file
   b. Holiday and Pay date file

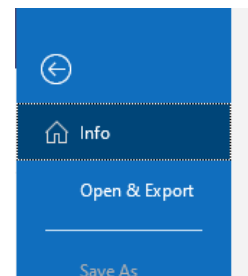2. Download and save the two calendar .CSV files to your Desktop or another desired location on your computer.

3. Open outlook calendar.

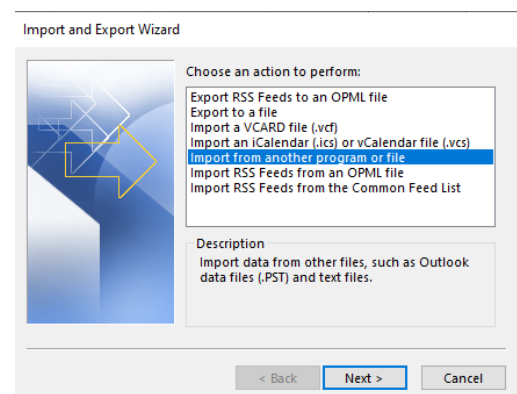4. **To import a calendar file, Click the FileTab.**
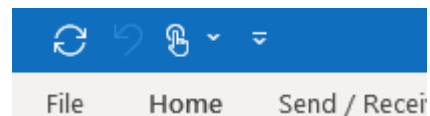
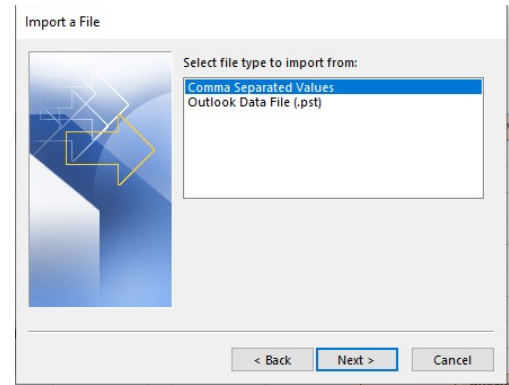5. Select **Open & Export** in the blue menu on the left.
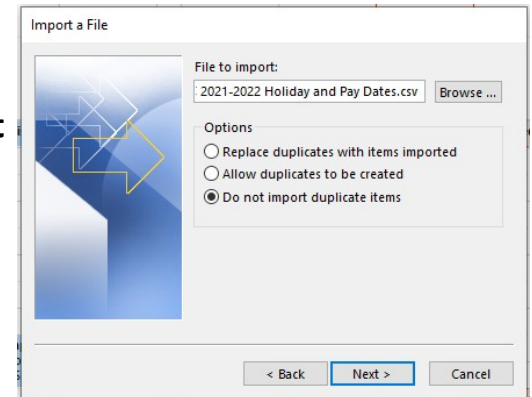
6. Click the **Import/Export** button

7. Click **Import from another program or file**, then click the **Next >** button.
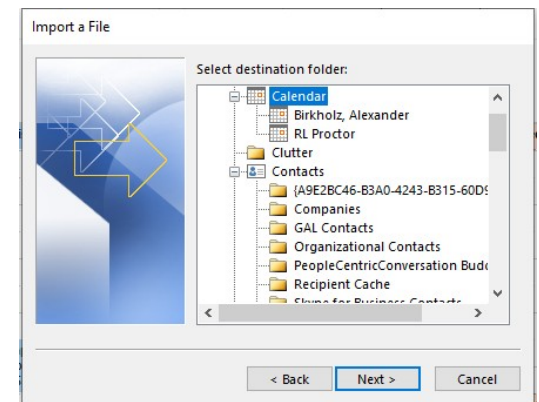
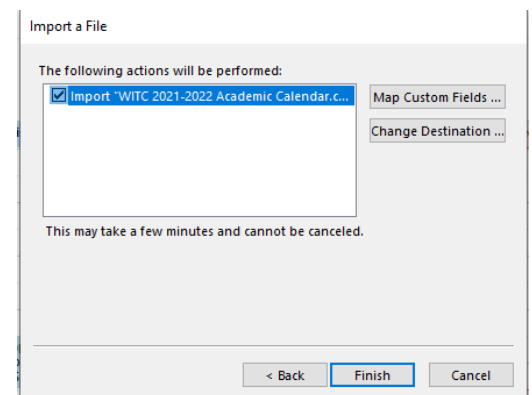8. Select **Comma Separated Values** and click the **Next >** button.

9. Image of Import Export wizardClick the **Browse...** button to select the calendar file to import that you saved to your computer in step 2. Then click on "**Do not import duplicate items,"** then click on **Next.**

10. Select The destination folder **(Calendar)**, and click the **Next>** button

11. Check the **check box** and select **Finish**

12. To import the second calendar file into your outlook calendar, repeat steps 3-10 above.

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