

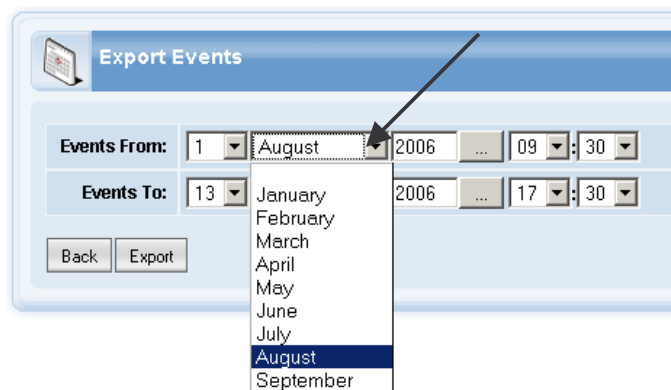
Using the calendar

Exporting your calendar appointments

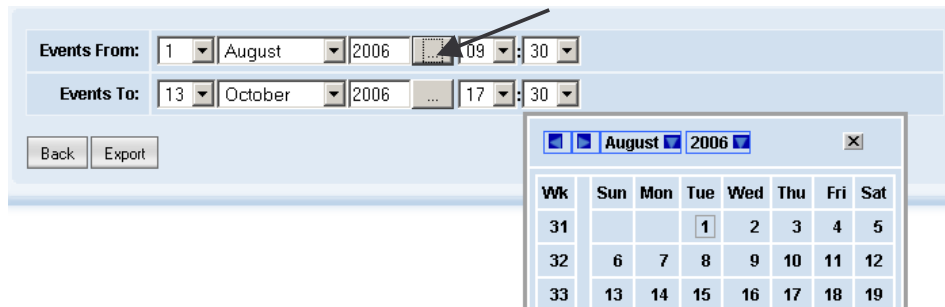
1. To export your calendar appointments, click 'Export'.



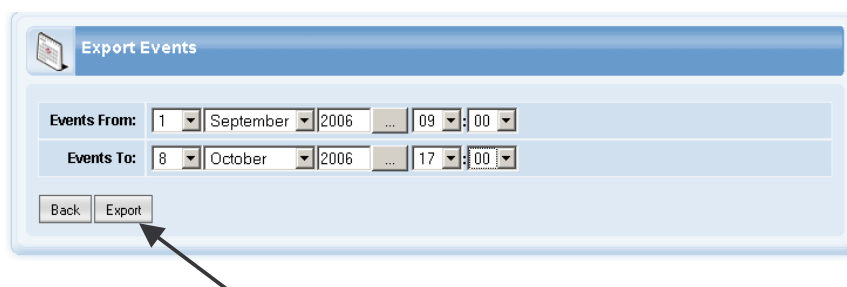
2. From the 'Export Events' screen, select the date range of appointments you want to export.



NB you can use the drop down menus or select a calendar

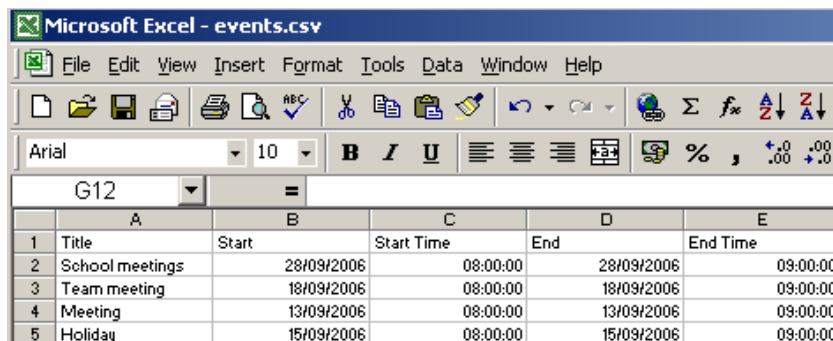


3. When you have selected the required dates, click on 'Export'



Using the calendar

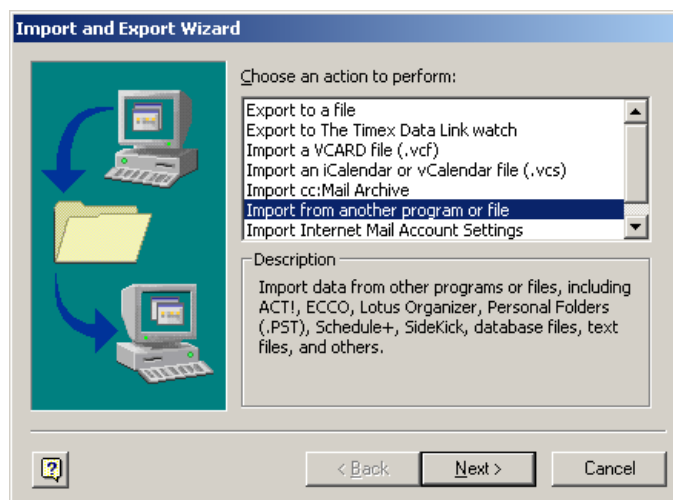
4. You will be prompted to save a file called 'events.csv'. Save this file in a convenient location.
5. The CSV file contains the details of all exported appointments.



	A	B	C	D	E
1	Title	Start	Start Time	End	End Time
2	School meetings	28/09/2006	08:00:00	28/09/2006	09:00:00
3	Team meeting	18/09/2006	08:00:00	18/09/2006	09:00:00
4	Meeting	13/09/2006	08:00:00	13/09/2006	09:00:00
5	Holiday	15/09/2006	08:00:00	15/09/2006	09:00:00

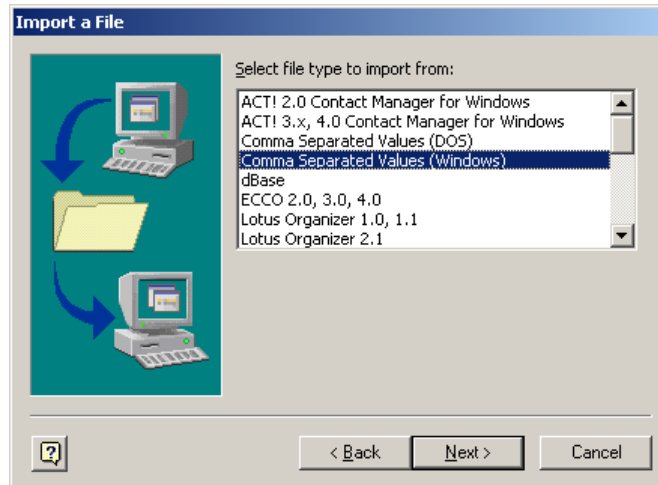
NB Please note that CSV files (Comma Separated Values) use a comma to separate the columns. If there is a comma within the subject of description field of your appointment, this will need to be "quoted"

6. Open Microsoft Outlook and click on 'File' and select 'Import Export' from the drop down menu.
7. Select 'Import from another program or file' and click 'Next'

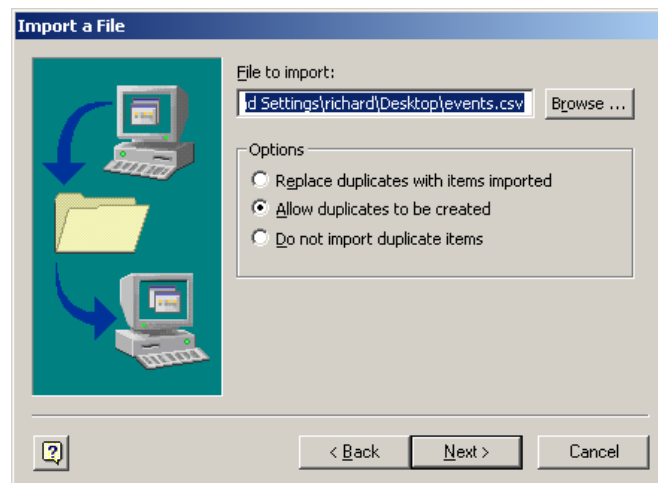


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8. Select 'comma separated values' (Windows) as the file type and click 'Next'.



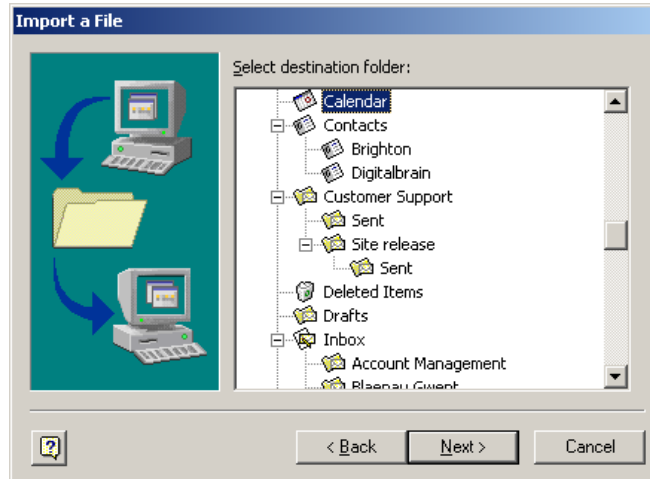
9. Browse to the location of your 'events.csv' file and select it, then click 'Next'.



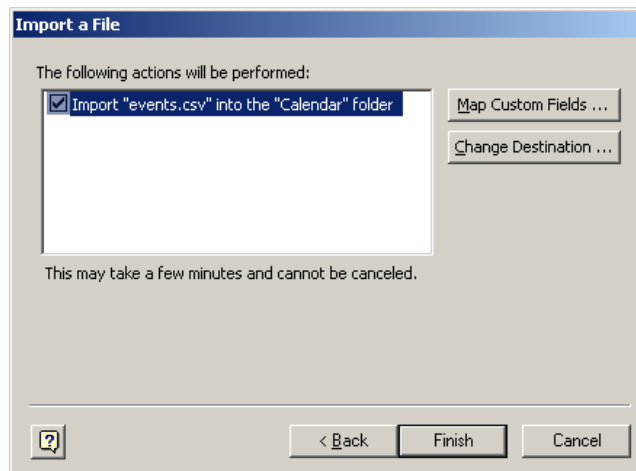
NB Select the radio button corresponding to your required duplication option.

Using the calendar

10. Select your Calendar within Microsoft Outlook as the destination folder and click 'Next'.



11. Place a tick in the box next to 'Import "events.csv" into the "Calendar" folder' and click 'Finish'



NB Make sure that the fields in your CSV file are correctly mapped to the fields in your Outlook Calendar. You can check this by selecting the 'Map Custom Fields' button (See above) This will prompt you to 'drag and drop' fields from the CSV file into Microsoft Outlook fields.

Using the calendar

12. Your appointments will be displayed in your Microsoft Outlook Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
25 September	26	27	28 08:00 09:00 School meetings	29 09:30 11:00 Sales Team Meet
2 08:00 09:00 Meeting with Ho	3	4	5	6 09:30 11:00 Sales Team Meet
9	10	11	12	13 09:30 11:00 Sales Team Meet