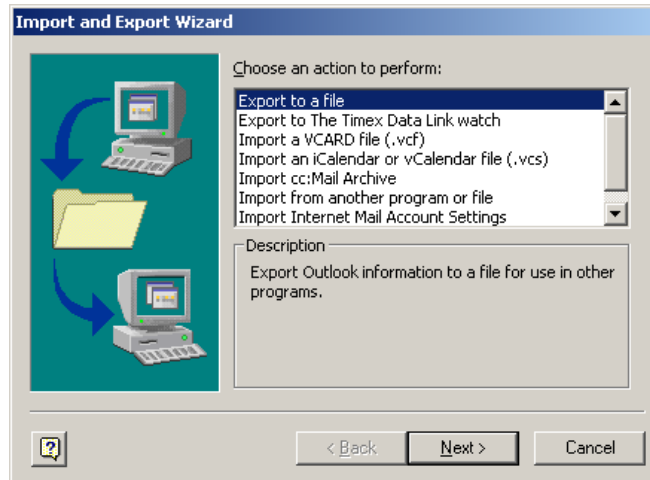


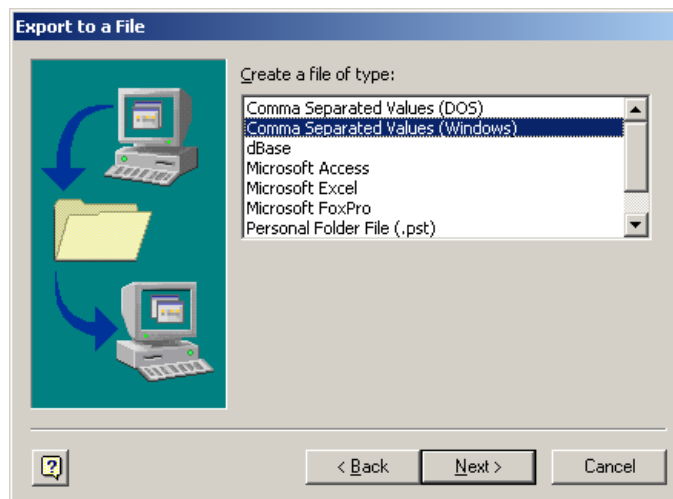
Using the calendar

Importing your calendar appointments

1. Open Microsoft Outlook, click on 'File' and select 'Import and export' from the drop down menu.
2. Select 'Export to a file' and click 'Next'

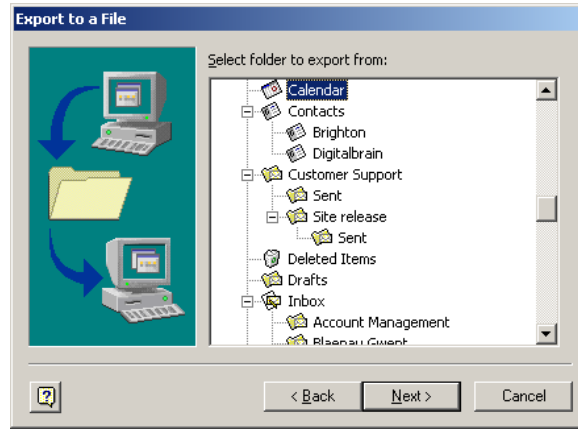


3. Select 'comma separated values' (Windows) as the file type and click 'Next'

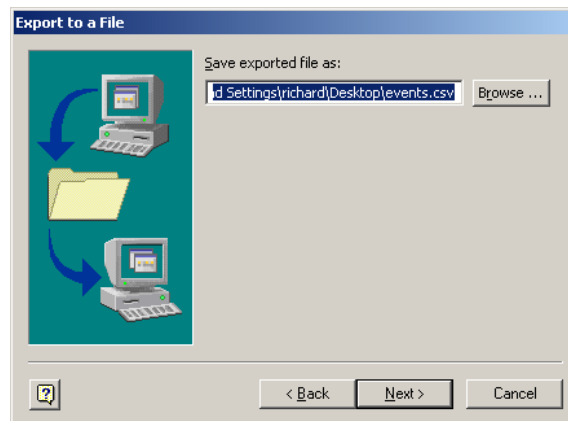


Using the calendar

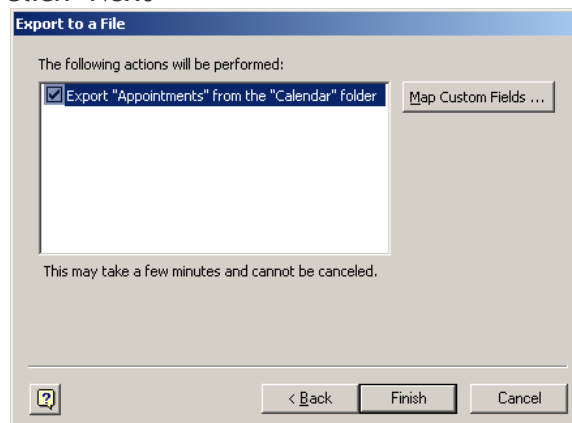
4. Select 'Calendar' as the folder you want to export from and click 'Next'



5. Browse to the location you want to store the CSV file and click next

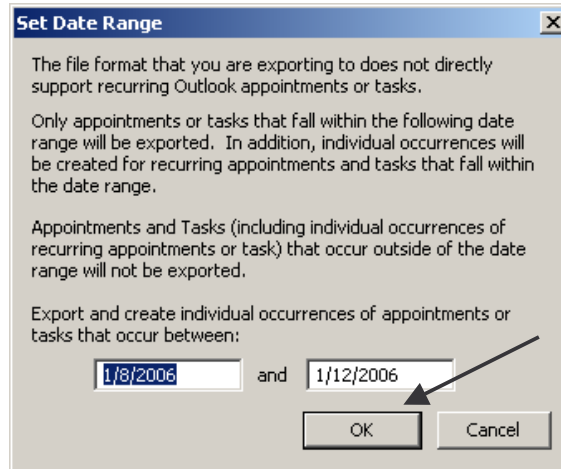


6. Place a tick next to 'Export "appointments" from the "Calendar" folder' and Click 'Next'



Using the calendar

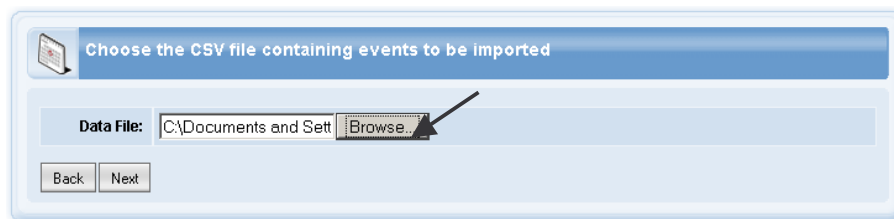
7. You will be prompted to select a date range for your appointments. Enter your required dates and click OK.



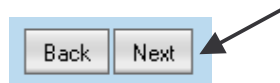
8. Your appointments will then be exported to a CSV file
9. To import calendar appointments. Click 'Import'.



10. Click 'browse' to look for the location of the CSV file on your computer.



11. Click 'Next'.



Using the calendar

12. Check the mapping of columns in the CSV file match the fields in your calendar then click on Import.

Map the columns in the CSV file to the fields

Target Field	Source Column
Title*	(1) Subject
Start Day (dd/mm/yyyy [hh:mm:ss])*	(2) Start Date
Start Time (hh:mm:ss)	(3) Start Time
End Day (dd/mm/yyyy [hh:mm:ss])*	(4) End Date
End Time (hh:mm:ss)	(5) End Time
All Day (true or false)?	(6) All day event
Category	(15) Categories
Description	(16) Description
Priority	(19) Priority

Include First Row:

13. You will be prompted to ensure you want to export new entries. Click yes to proceed or no to go back.

Confirmation

Are you sure you want to import new entries?

14. You will be advised that your calendar events have successfully been imported.

Import Successful

24 Events successfully imported

Using the calendar

15. Click 'Back' to return to your Calendar. Your imported entries will be displayed.

The screenshot shows a web-based calendar application. At the top, there is a blue header bar with the word "Calendar" and a small calendar icon. Below the header is a toolbar with buttons for "Done", "New Task", "New Appointment", "Shared", "Import", "Export", "Reverse Layout", and "Show Task List". The main area of the calendar is set to "Month" view for "October 2006". The calendar grid shows dates from the 25th to the 4th. Events are displayed as follows:

Date	Event
25	
26	
27	
28	8:00 AM-9:00 AM: School meetings
29	9:30 AM-11:00 AM: Weekly Team Meeting
30	
1	
2	8:00 AM-9:00 AM: Meeting with Howard
3	
4	8:00 AM-9:00 AM: Meeting with Paul, Howard and Alex
5	
6	9:30 AM-11:00 AM: Weekly Team Meeting
7	
8	
9	
10	Meeting
11	
12	
13	9:30 AM-11:00 AM: Weekly Team Meeting
14	
15	
16	
17	
18	
19	
20	9:30 AM-11:00 AM: Weekly Team Meeting
21	
22	
23	
24	
25	
26	
27	9:30 AM-11:00 AM: Weekly Team Meeting
28	
29	
30	
31	
1	
2	
3	9:30 AM-11:00 AM: Weekly Team Meeting
4	
5	