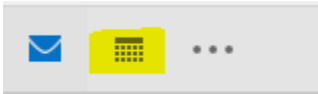


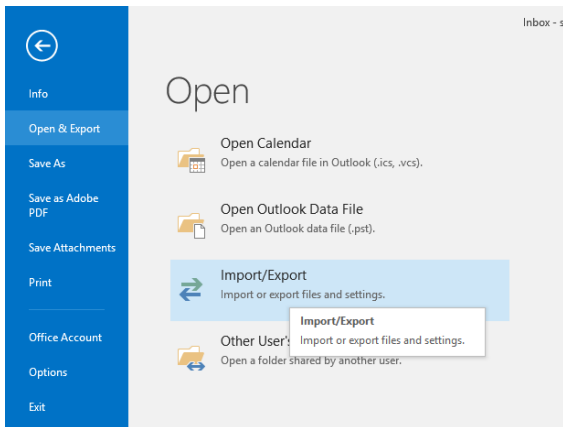


CSV Upload to Outlook Calendar Instructions

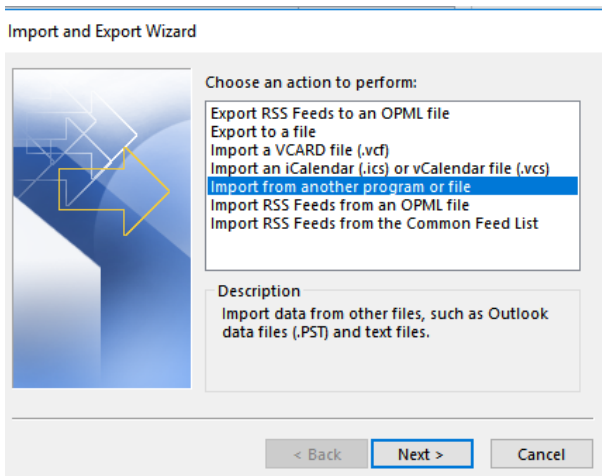
1. Go to the Academic Calendars page on the Registration and Records website
2. Right click on the hyperlink to the CSV academic calendar to be uploaded from the website
3. Choose "Save Target As"
4. Choose a location and save the file to your computer or network folder (desktop would work well for this purpose). **Remember to note the name of the file and the location.**
5. Select Close
6. Open Outlook
7. Click on Calendar



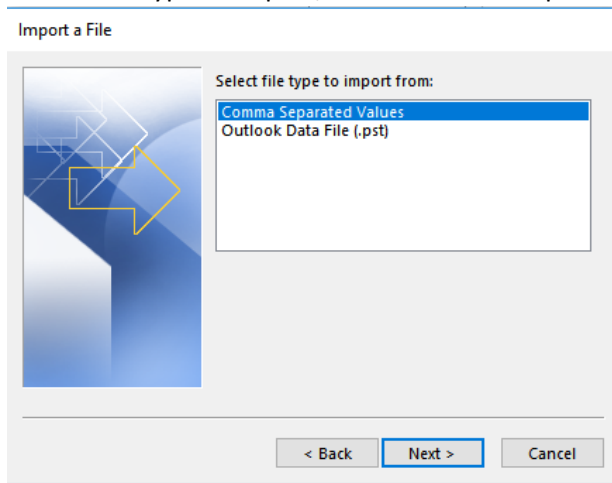
8. Choose File > Open & Import > Import/Export



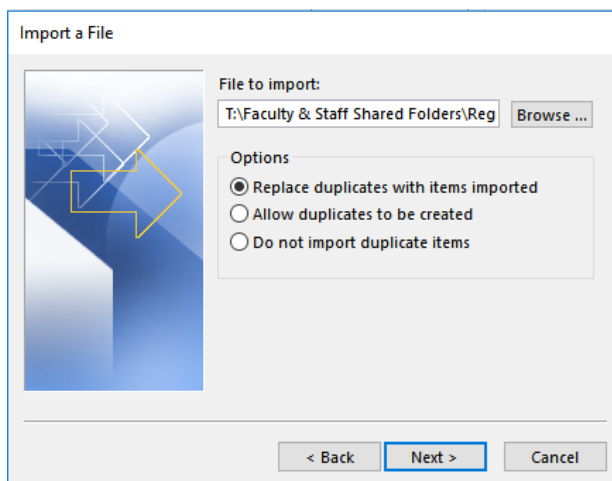
9. The Import/Export Wizard window will appear. Choose "Import from another program or file" and click "Next".



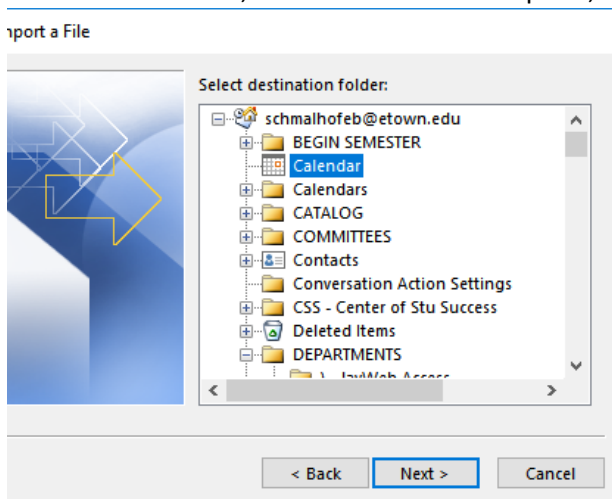
10. For the file type to import, select “Comma Separated Values (Windows)” and click “Next”.



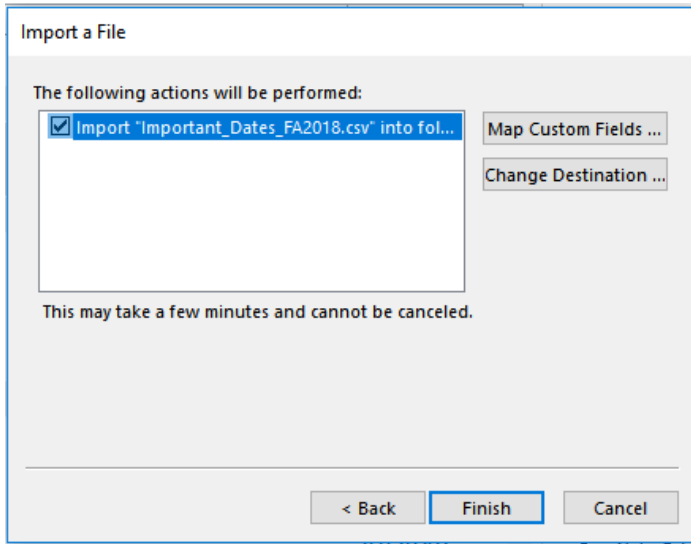
11. Click “Browse” to go to the location where you saved the .csv file in step #4 and select the file. For the “Options”, it will default to allow duplicates. For the first upload of the .csv file, the default is fine. However, RRO recommends you choose the “Replace duplicates...” to ensure you have the current information for anyone whom uploaded the document previously. Click “Next”.



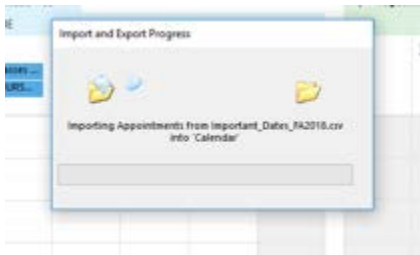
12. At the next window, click on the Calendar option, and then click “Next”.



13. Next, be sure the “Import...” phrase is selected and then click “Finish”



14. An Import and Export Progress window will appear. NOTE: This step executes quickly. Any system interruption to Outlook that occurs during the upload may result in an error message appearing. If this happens, it is most likely a coincidental timing issue at the time of the upload. Simply repeat the process again and remember to select the “Replace duplicates...” option on the second attempt.



15. When the upload of the semester’s “Important Dates” is complete, they will display on your calendar as all-day appointments and show as “Free” on your Outlook calendar.

Example:

