

Importing Calendar Data into Your Outlook Calendar

1. Create your import file by clicking the “Export to Calendar” link on the Search Results page of the Compliance Calendar application.
2. Save the file on your computer (please note the location of the saved file – you will need this file in step 6.)
3. In Outlook, select File > Import and Export... from the menu bar.
4. In the Import and Export Wizard dialog box, select “Import from another program or file” (Figure 1) and click “Next”.
5. In the Import File dialog box, select “Comma Separated Values (Windows)” (Figure 2) and click Next. Note: you may be prompted to install a piece of software called the Microsoft Office Outlook translator, if so, click Yes to install.
6. Click the Browse button and navigate to where the import file is stored on your machine. Select the desired import file. (Note: if you saved the file using the default file name, the file will be named ComplianceCalendar.csv.
7. Under Options, select “Replace duplicates with items imported” (Figure 3) and click “Next”.
8. Under Select destination folder, select Calendar (Figure 4) and click “Next”.
9. The next window is typically used for mapping the spreadsheet data to the field names in Outlook.
10. Click Finish. Once the import process has completed successfully, your appointments will appear in your Outlook Calendar.

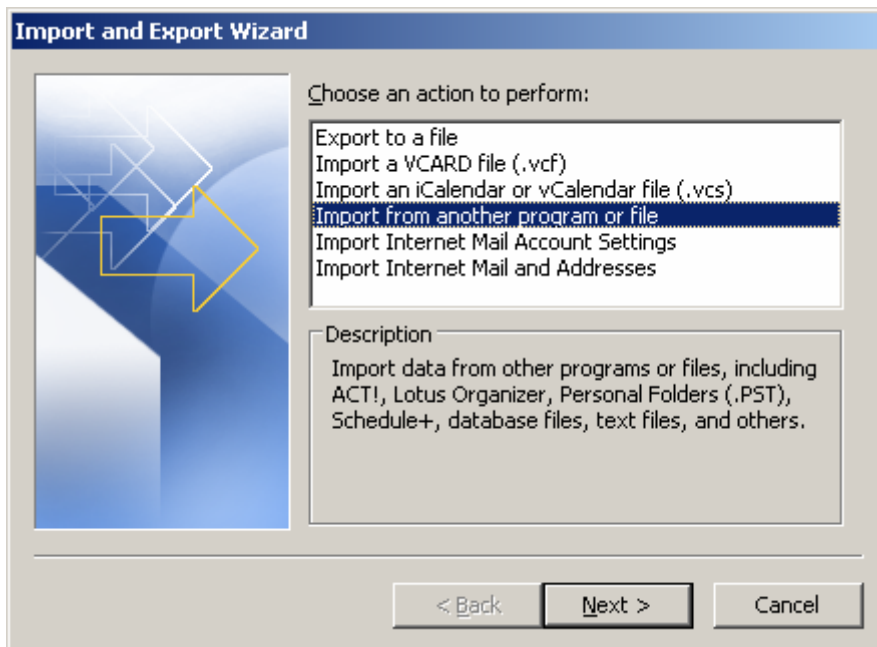


Figure 1

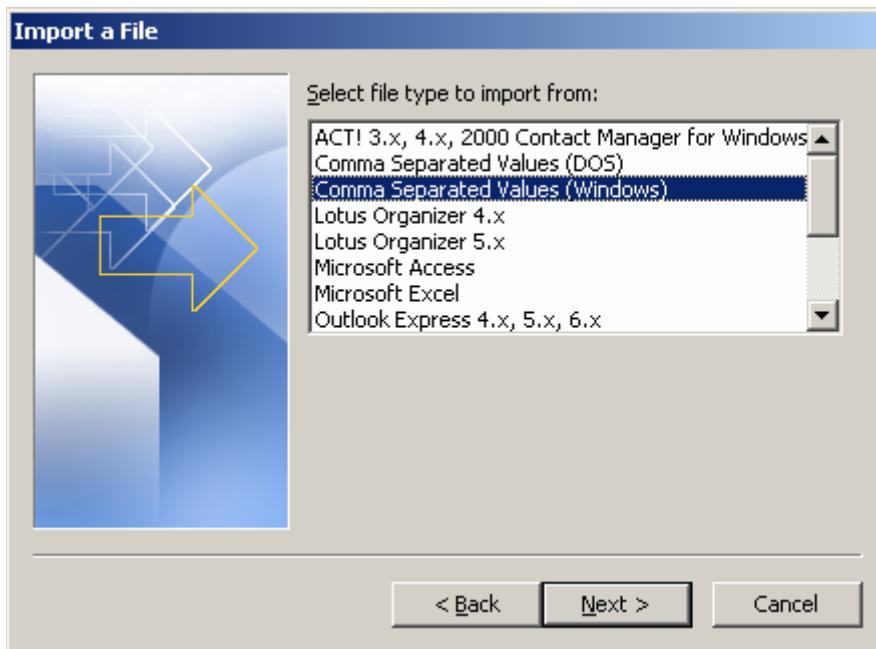


Figure 2

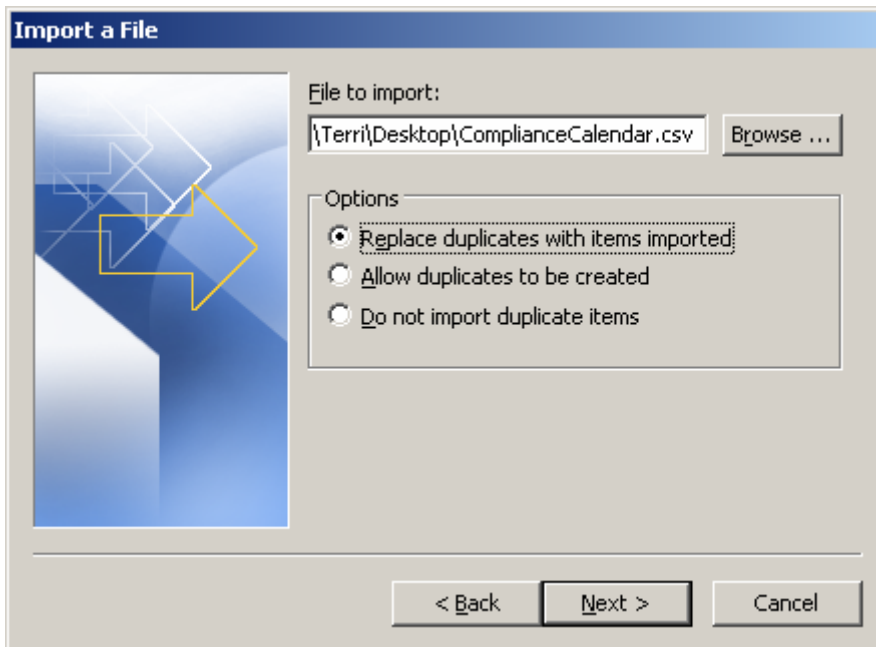


Figure 3

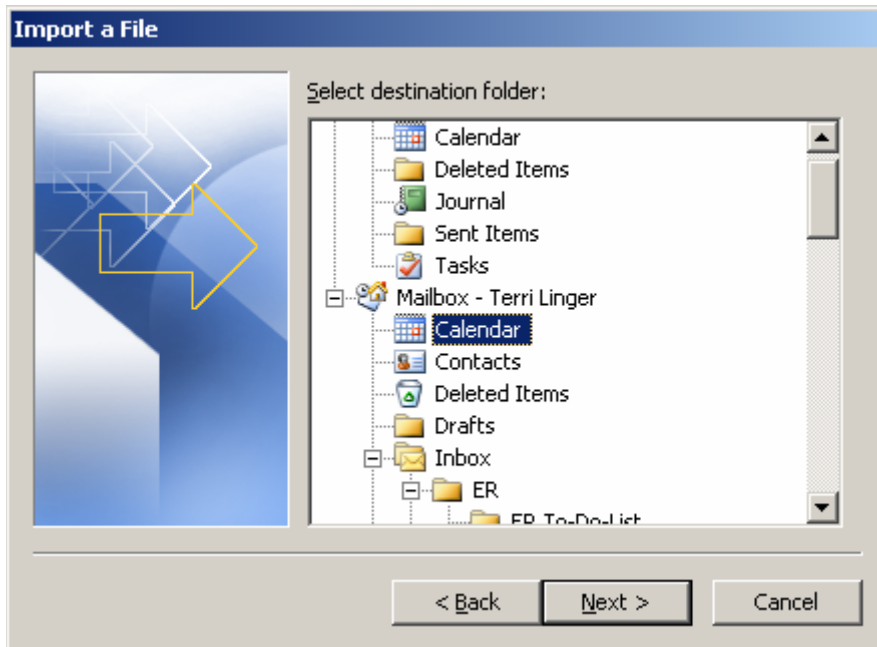


Figure 4