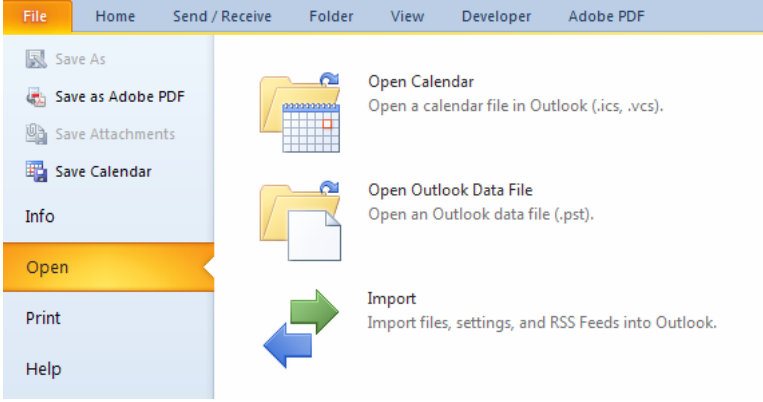
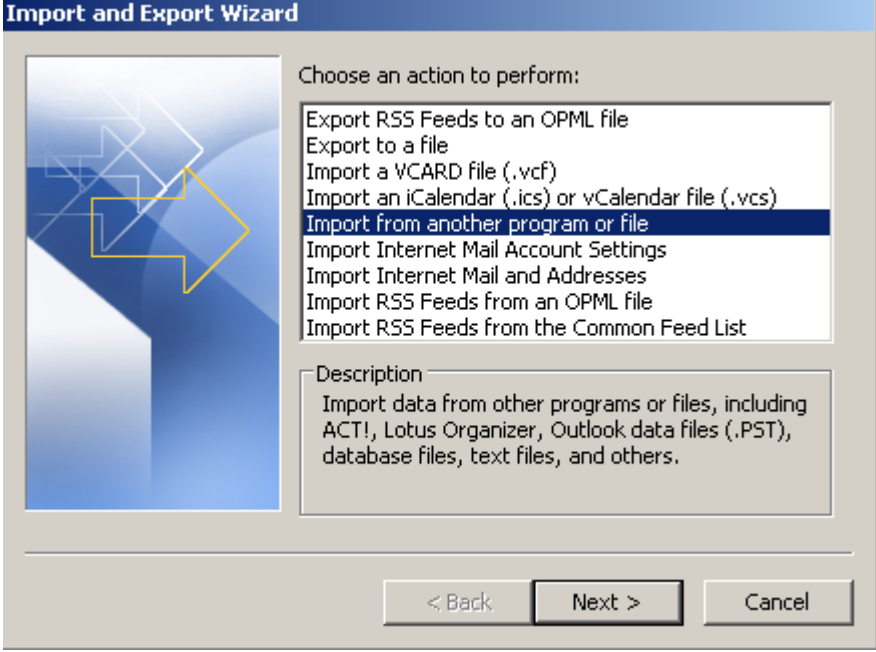
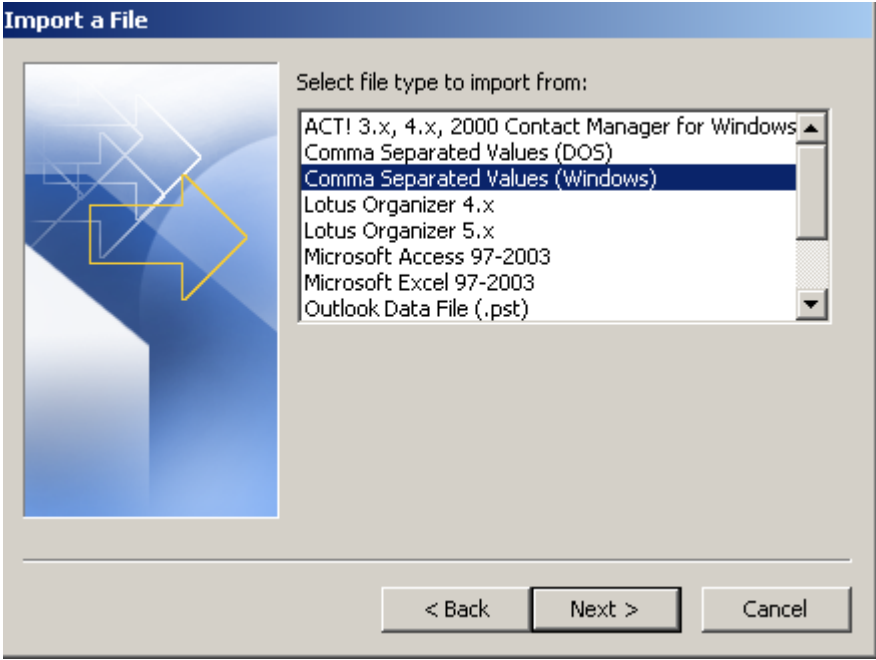
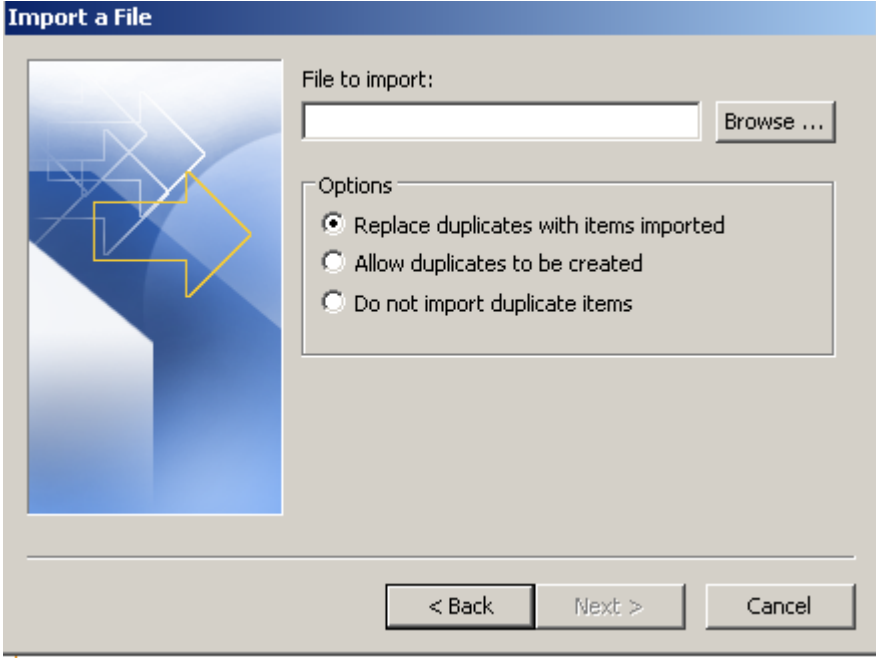
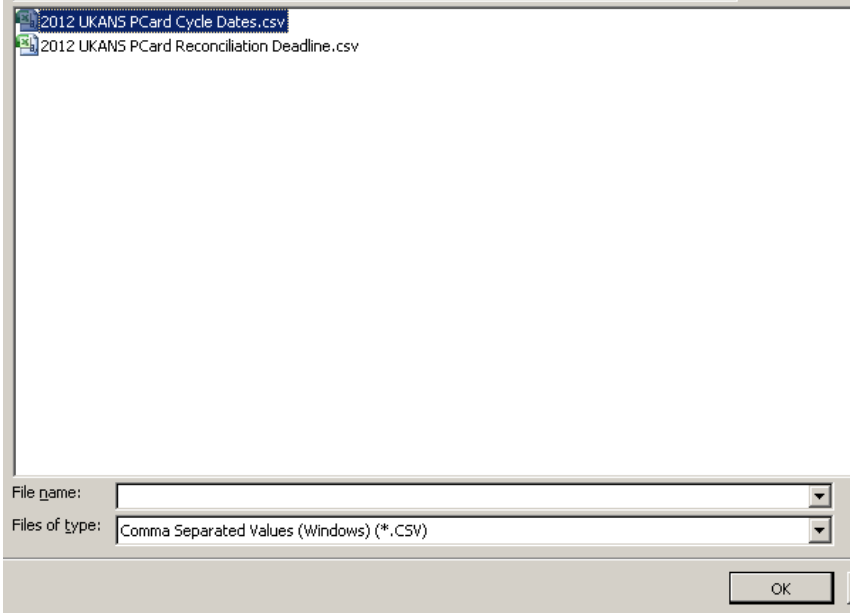
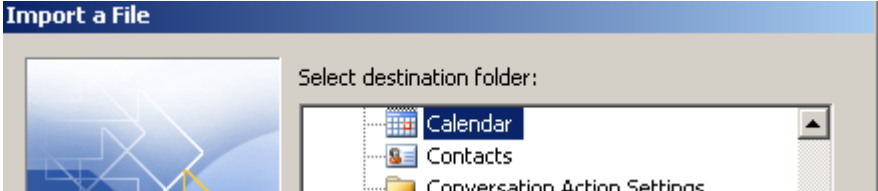
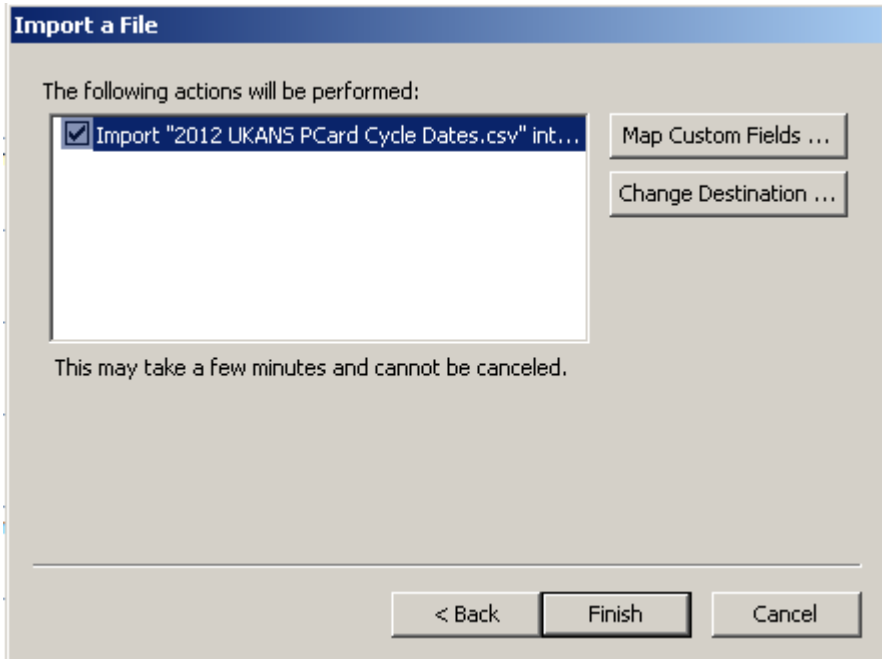


## Importing a Calendar from .csv File

Step	Action
1.	Right-click file name and save as .csv file to Desktop or other location.
2.	 <p>In Outlook, go to File→Open→Import. The Import and Export Wizard will appear.</p>
3.	 <p>In the Import and Export Wizard, select <i>Import from another program or file</i>. Click “Next.”</p>

Step	Action
4.	 <p>Select <i>“Comma Separated Values (Windows)”</i> and click <i>“Next.”</i></p>
5.	 <p>Click <i>“Browse”</i> and locate the file that was saved in Step 1. It may be helpful to have the option <i>“Replace duplicates with items imported selected”</i> if the file is imported more than once.</p>

Step	Action
6.	 <p>Locate the saved file and click “<i>Ok.</i>”</p>
7.	 <p>Select “<i>Calendar</i>” as the destination.</p>

Step	Action
8.	 <p>The following actions will be performed:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Import "2012 UKANS PCard Cycle Dates.csv" int...</li></ul> <p>Map Custom Fields ...</p> <p>Change Destination ...</p> <p>This may take a few minutes and cannot be canceled.</p> <p>&lt; Back   Finish   Cancel</p>

Click *“Finish.”*